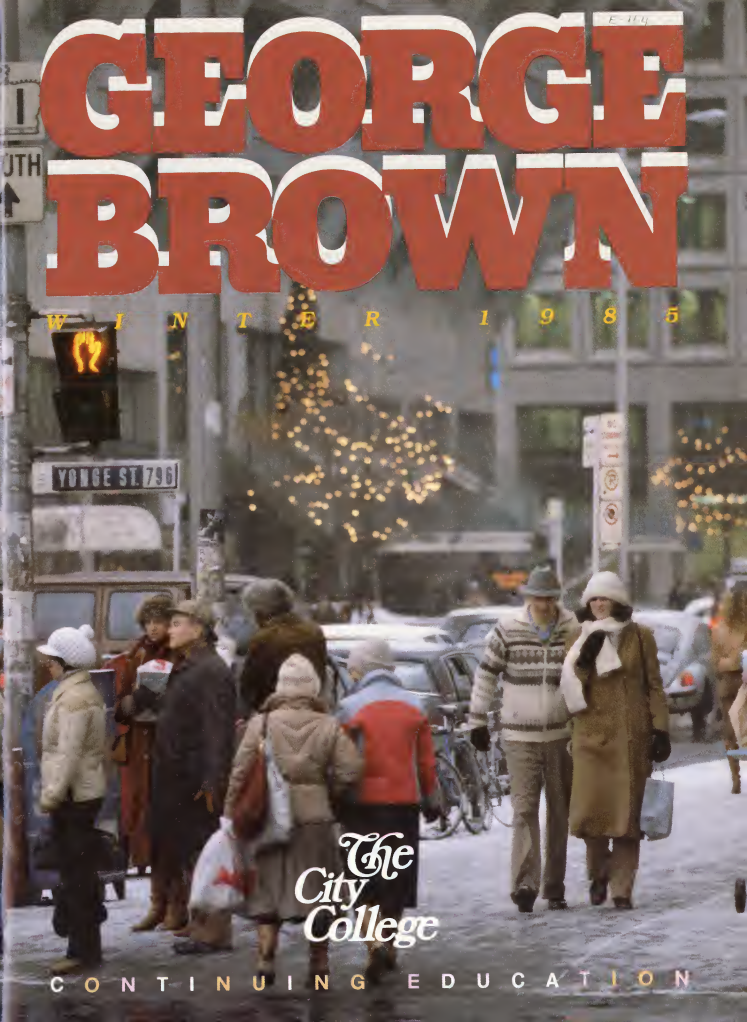
GEORGE BROWN

WINTER 1985

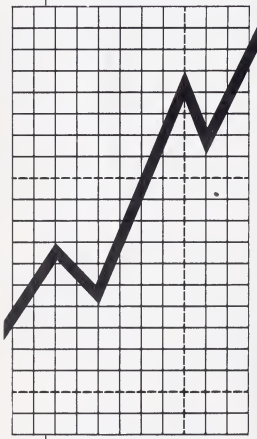


The City College

CONTINUING EDUCATION

Managing Productivity Improvement

Learning to make more



A how-to productivity improvement program for you and your business, developed by industry for industry.

By world standards Canada's record of productivity improvement is low. In a tough international marketplace, many of our products and services cannot compete.

Leaders of the business community — both labour and management — have come to recognize that the continued vitality of our economy depends largely on our ability to increase our productivity. As one part of its effort to close the productivity gap, the Government of Ontario, in co-operation with business leaders, has developed a series of ten new practical courses in productivity improvement. George Brown College will introduce the following four courses in the series commencing February 4:

Organizational productivity improvement*

Human resources productivity improvement

Management of technology — information systems

Marketing international

* Compulsory

The courses are funded by the Province, therefore the total fee for each course is $60.00 which includes a comprehensive student manual.

Successful completion of six courses in the series will lead to a **Certificate in Managing Productivity Improvement.**

For course descriptions, see page 17.

FOR FURTHER INFORMATION on the Managing Productivity Improvement series call

967-1212

ext. 3289/90

F-164

1 Contents

3 How to Register
4 General Information
6 Business
18 OMDP/Small Business
22 College Preparation
26 Communications
28 Community Services
42 Computer Studies
44 Driver Training
45 Fashion
51 General Interest
56 Graphic Arts
63 Health Sciences
72 Hospitality
76 Languages
81 Liberal Studies
82 Math and Science
83 Real Estate
84 Technology
96 Theatre and Dance
99 Registration Forms
101 Index

Cours en français: voir page 78.

President's Message

It has become increasingly clear over the last few years that one of the prerequisites for economic growth in these challenging times is co-operation between all elements of our society. One example of the progress that can be made when business, government and educational institutions work together is the recent development of the **Managing Productivity Improvement Program**. Under sponsorship of the provincial Board of Industrial Leadership and Development (BILD), government officials, business people and college personnel from across Ontario worked together to develop this series of ten courses designed to improve our ability to compete in a tough international marketplace. From International Marketing to Information Systems the program presents innovative and practical strategies for improving our industrial efficiency.

To ensure the courses would be useful and down-to-earth, more than 650 of Ontario's top managers contributed their time and expertise in the development of the curriculum. George Brown's staff was responsible for designing the Human Resources course — one of four offered at the College this winter. They combined their educational talents with the practical experience of working executives to develop the content and form of this very essential course in the series.

Increased productivity is one key to our continued prosperity. At George Brown we are proud to play a part in helping business and industry achieve this most important goal.

For full details on the Managing Productivity Improvement Program, please refer to page 17 in this directory.

D.E. Light
President

George Brown College Board of Governors

Mr. Bruce Bone *(Chairman)*
Mr. Marvin Gerstein *(Vice-Chairman)*
Mr. Donald E. Clune
Mr. Andrew Faas
Mr. James Farley
Mrs. Dianne Fulford
Mrs. Ellen McLean
Ms. JoAnn Opperman
Dr. Quentin Rae-Grant
Mrs. Anita Ross
Mr. Robert Spencer
Mr. Willie Villano
Mr. Doug Light *(Secretary-Treasurer)*

How to Register

Notice: At the time of preparation of this directory (October 26, 1984), full-time faculty at Ontario's 22 community colleges were on strike. The strike may delay the start date of *some* courses. You will be notified by the College of any change that affects a course in which you have registered.

George Brown College makes it easy for your to register by offering two convenient methods of registration. Register as soon as possible because enrolment is limited and registrations are accepted on a first-come, first-served basis.

In Person

- Register at the campus where the course will be offered.
- Check the back cover of this directory for the campus' office hours.
- Bring along your social insurance number.
- You can pay by cash, money order, personal cheque or VISA.
- Post-dated cheques are not accepted.
- Full payment is due at the time of registration.

Mail Registration

- You can use the mail-in registration form on page 99.
- Include full payment (tuition and material fees) by money order or personal cheque.
- The name of the campus where the course will be held must appear on both the registration form and envelope.
- Mail the completed form and payment to:
  Admissions Office, Part-time Courses
  (Insert campus name here)
  George Brown College
  P.O. Box 1015, Station B
  Toronto, Ontario
  M5T 2T9

Mail-in registrations should be received by the College at least two weeks before the course starts.

Fee Receipts

A registration receipt bearing a cash register imprint is your official receipt and must be presented for admission into class, for income tax purposes, and for transfers or withdrawals.

Mail-in registrants will receive their receipts at the first scheduled class of their course.

Duplicate or replacement receipts will not be issued.

Materials fees are not eligible for tax deduction purposes.

Confirmation of Registration

Students who register in person will receive confirmation when they register.

If you register by mail, simply go to the first evening of class. If the class you wanted is cancelled or full, you will be telephoned or notified by mail before classes begin.

Room Location

On the first night of class, you will find room locations posted in the main lobby of the campus where the course is being held.

If you need help finding a room, go to the Campus Admissions Office.

This directory is prepared several months ahead of the semester. Every effort is made to ensure that the information provided is accurate, however some changes may take place from the time of publication.

Admission Requirements

Canadian citizenship or permanent resident status is required. Foreign students with Student Authorization and special permission may be considered — ask at the Campus Admissions Office.

Counselling

Counselling services at each campus will provide you with educational, vocational and personal counselling. Normal office hours are 8:30 a.m. to 4 p.m.

For appointments after 4 p.m. phone 967-1212, ext. 2286.

Certification

Many of the courses in this calender can lead to college diplomas or certificates. Others may lead to certification or accreditation by external professional or licensing bodies.

In both cases, requirements will be clearly outlined in the course information. For further information contact the Counselling Department at your campus.

Advanced Standing

If you have credits from another college or educational institution, and/or related work experience, you may be eligible for advanced standing in certificate and diploma programs.

Grades/Credits

Graduates will receive a certificate including a short description of the course approximately one month after the course has ended.

These certificates may indicate grades received using the letter or pass/fail systems. Some will simply indicate complete/incomplete status. The system used will depend upon the type of course or program chosen.

Transfers

Requests for course transfer will be acceptable only if made before the third scheduled class and if space is available. Requests for transfer must be made in person or in writing and must be accompanied by the registration receipt. Transfers will be considered as a withdrawal from the first course and a registration in the second. Full fees will apply to the second course chosen.

Withdrawal and Refund

If you withdraw before the third scheduled class, you are entitled to a refund.

Apply in person or by mail to your Campus Admissions Office. A registration receipt must be presented before any refund will be made. Non-attendance at classes does not constitute an automatic notice of withdrawal.

Fees will be refunded except for a charge of $5.00 per scheduled class to a maximum of $10.00, depending on how many classes have passed at the time of the refund request, regardless of whether or not the student attended classes. Where a material fee has been paid, refunds will depend upon the amount of materials already used by the student during classes.

Please allow four weeks for the processing and mail delivery of College refund cheques.

Course Cancellation/Changes

George Brown College reserves the right to cancel or suspend courses, combine classes, change instructors or limit enrolment. Courses will be cancelled if there is insufficient enrolment or if the instructor cannot be suitably replaced. Every effort will be made to notify students by phone.

A full refund will be made if a course is cancelled. Please allow four weeks for processing and mail delivery.

The course termination date may not correspond to the actual end of the course because statutory holidays are not considered in the calculation.

Financial Assistance

Financial aid is available to some part-time students taking post-secondary credit courses. To find out if you are eligible, call or visit the Student Services Office at 500 MacPherson Avenue (opposite Casa Loma Campus), 967-1212.

Books and Supplies

You can buy books and supplies at Campus Bookstores. Your instructor will tell you which books you will need for the course during the first class.

For your convenience, the bookstores are open in the evening during the first two weeks of each semester. For more information call 967-1212 and ask for the Bookstore at your campus.

Foreign Students

Students who are not Canadian citizens or permanent residents need permission to register from Employment and Immigration Canada. For more information call 967-1212 and ask for the part-time Admissions Office at the campus where your course is offered.

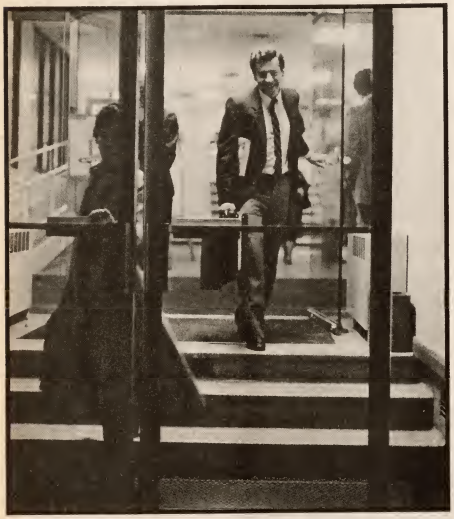
Senior Citizens

If you are 65 or older, you may register in any of the courses in this directory for $5.00 plus any applicable material fee. Please be prepared to supply proof of age.

Parking

All George Brown campuses are in downtown Toronto and parking may be difficult. The TTC provides excellent service to each campus.

We suggest you leave your car at home and take the TTC instead. Call TTC information for routes to our campuses: 484-4544.



Certificate Programs

George Brown's Business Division offers many certificate programs for part-time students. These programs comprise a number of compulsory subjects as well as one or more electives:

- Accounting
- Business Management
- Records Management
- Secretarial Practice
- Marketing
- Museum Studies

More information about these programs follows.

NOTE: Register for part-time programs or courses at St. James Campus only.

NOTE: Students enrolled in the "Part-time Certificate Program in Accounting" must obtain a "B" standing to proceed.

Certificate Program in Accounting

This program is designed for persons who wish to acquire a thorough knowledge of the main aspects and facets of accounting. It will be of particular interest to those who are already working in junior positions in that field. However, the program is also valuable to all persons interested in a general career in business administration.
Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.
Students are expected to complete the program within a maximum of 3 years.
Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
4 compulsory, 2 electives

Compulsory
ACC 100X — Introduction to Accounting
ACC 102X — Accounting II
ACC 202X — Cost Accounting I
EC 903 — Economics

Electives
BUS 900-A — Business Management I
BUS 900-B — Business Management II
ENG 201X — English and The Business World
OMDP 902-A — Ontario Business Law I
EDP 100X — Introduction to E.D.P.

Certificate Program in Business Management

The prime purpose of this program is to develop potential managers and persons presently employed in junior managerial positions of Canadian businesses.
Entrance requirements for this program are either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.
Students are expected to complete the program within a maximum of 3 years.
Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
4 compulsory, 2 electives

Compulsory
BUS 900-A — Business Management I
BUS 900-B — Business Management II
MARK 100X — Marketing
ACC 100X — Accounting I

Electives
EDP 100X — Introduction to Data Processing
ACC 102X — Accounting II
ACC 202X — Cost Accounting I
ENG 201X — English and The Business World
OMDP 902A — Ontario Business Law I
OMDP 907 — Effective Supervision — Human Relations
EC 903 — Economics

Certificate Program in Secretarial Practice

This program appeals to applicants who wish to embark on a career in the stenographic/secretarial field as well as those who wish to refresh old skills in order to return to office positions.
Entrance requirements for this program are either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.
Students are expected to complete the program within a maximum of 3 years.
Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
5 compulsory, 1 elective

Compulsory
TYP 905 — Advanced Typing
SHP 900A&B — Pitman Shorthand — Theory
SHP 901 — Pitman Shorthand — Speed
ENG 201 — English and the Business World
RM 900 — Introduction to Records Management

Electives
OMDP 902A — Ontario Business Law I
EDP 100X — Introduction to Data Processing
MARK 100X — Marketing
BOK 552X — Bookkeeping
RM 901 — Advanced Records Management

Certificate Program in Records Management

This program, offered in cooperation with the Association of Records Managers and Administrators, may be of interest to all people who are presently involved in the management of business communications, EDP records, files, forms and reports, records system and procedures, retention, protection and disposal of vital records.
Persons aspiring to management positions in these areas should find this program particularly helpful.
The six course certificate program consists of the following:

Compulsory
RM 900 — Introduction to Records Management
RM 901 — Advanced Records Management

Electives (Choose a minimum of two courses from the list below)
RM 902 — Forms Management
RM 903 — Manuals Management
MICRO 900 — Microfilm for Your Business
FORMS 900 — Form Design
FORMS 901 — Procedural Analysis
BUS 800 — Introduction to Archival Practices

Choose a maximum of two courses from the general Business and Commerce offerings.

***For information about** about certificate programs in the Business Division, please call (416) 967-1212, ext. 3290*

Certificate Program in Marketing

This program will interest those who are presently employed in the marketing side of business. If will afford them an opportunity to become more rounded in the field of marketing and it may help them to advance in their careers.
The program also appeals to those who are not yet employed in the field, but have a keen interest in the subject.
The program is anything but theoretical. Lecturers are chosen from business and bring vast marketing experience to the students. This, combined with textbook studies and case analysis, prepares the student for practical application of his/her knowledge.
The six-course certificate program consists of the following:

Compulsory
MARK 100X — Marketing — Introduction to
MARK 205X — Marketing Management I (not offered this semester)
MARK 904 — Advertising — Introduction to
MARK 905 — Retail Management — Introduction to

Electives
MARK 202X — Marketing Research and Information Systems.
MARK 903 — Industrial Marketing
LAW 900 — Marketing Law
MARK 906 — Consumer Behaviour
MARK 902 — Retail Advertising Copy (Advanced)

Certificate in Accounting

Compulsory

Accounting ACC 100X

Prerequisite: BOK 552X or equivalent. Transcript of grades must be produced in advance of registration.
This course covers the basic concepts and methodology of accounting as applied to either a service or merchandising business. Income measurement and valuation problems are also studied. Major topics are include: the accounting equation; balance sheet preparation; income statement preparation; the end-of-period process; cash and receivables; inventory and plant and equipment.
Note: Students enrolled in the "Part-time Certificate Program in Accounting" must obtain a "B" standing in order to proceed further.
Text: Fundamental Accounting Principles

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $50.00 and purchase of text.
See equivalency page
January 29 to April 4

Accounting II ACC 102X

Prerequisite: ACC 100X or equivalent. Transcript of grades must be produced in advance of registration.
This course deals with problems related to sources and uses of invested capital, with analysis and interpretive problems pertaining to financial reporting, with cost accumulation, cost control and financial planning.
Major topics include: shareholders' equity, dividends and retained earnings, proprietorship and partnership capital, debt financing, investments, statement of changes in financial position, accounting for manufacturing operations, cost, volume and income analysis.
Text: Fundamental Accounting Principles

Mon. & Wed. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $50.00 and purchase of text.
January 28 to April 3

Cost Accounting ACC 202X

Prerequisite: ACC 100X — Accounting I, ACC 102X — Accounting II, or equivalent standing. Transcript of grades must be produced in advance of registration.
The course is designed for students who are currently engaged in the bookkeeping field in industry and who wish to study cost accounting. It is a compulsory subject for students enrolled in the Accounting program.
Course Content: Basic concepts, fundamental principles, materials, labour, and overhead as applied to cost accounting; the above concepts and principles utilized in the solution of simple costing problems and cost accounting techniques employed for the solution of major financial cases.
Text: Cost Accounting, Matz-Usry

Mon. and Wed. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $50.00 and purchase of text.
January 28 to April 3

Economics EC 903

Course Content: Basic economics and industrial organizations; forms of economic organization and their strengths and weaknesses. Monetary theory: money, credit and banking, Canadian banking system. Forms of business organization and business financing. Supply and demand, business cycles and compensatory countercyclical fiscal policy. Labour economics. Insurance, Civics, organizations of federal, provincial and municipal governments.

Mon. and Wed. 6 to 9:00 p.m. St. James Campus
84 hours Fee: $84.00 and purchase of text.
See equivalency page 9
January 21 to April 24

Electives

Business Management I BUS 900A

First of a two-part course for people in junior or middle management positions. Compulsory subject for the Business Management Certificate (Part-time).
Course Content: Background, orientation, definition of a manager, importance of the environment. Business in Canada, an overview, nature and importance of business history, corporate structures, participation in planning a company. Principles; decision making and policy formulation, organizing and staffing, planning and controlling communication and directing. Management; qualifications, senior management, first line management, middle management.

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00 Materials: $5.00
January 23 to April 24

Ontario Business Law I OMDP 902A (79-051 — 79-060)

This course helps students to develop an understanding of the legal aspects faced by Ontario businesses. It enables the student to better communicate with lawyers and to apply their advice. Case studies are the prevelent method of instruction.
This course carries a full credit toward the OMDP Certificate in Business Management Studies, OR half credit toward "LAW 200" offered in the day program.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
See equivalency page 9
January 30 to April 3

Business Management II BUS 900B

Second of a two-part course for people in junior or middle management positions. Compulsory subject for students enrolled in Business Management Certificate (Part-time).
Course Content: Functions; production, marketing, financial and personnel functions. Current and future concerns; business and government, international corporations, business in the future.
Case studies for each major topic.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00 Materials: $5.00
January 22 to April 23

Introduction to Data Processing EDP 100X

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience using PL/1.
Text: Data Processing: The Fundamentals

Mon. and Wed. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $50.00 Materials: $10.00
and purchase of text.
January 28 to April 31

RIA — Society of Management Accountants

The Society of Management Accountants, "The RIAs" offer a full program of courses at George Brown College, St. James Campus, leading to the Professional Management Accounting Designation — RIA.
Professional accreditation as an RIA management accountant is earned by successfully completing (or receiving exemption from) the examinations based on the academic program. Applicants must also demonstrate an ability to apply that knowledge through a minimum of two years related work experience. This is usually accomplished by students while they are completing their RIA studies.
For more information, visit the St. James Campus (200 King St. E., 967-1212— or the Society: Ste. 910 — 20 Victoria St., Toronto, Ontario M5C 2N8
Telephone: 363-8191

Registrations taken at:
20 Victoria St., Suite 910.
Courses held at: George Brown College
St. James Campus, 200 King St. E.

RIA Courses

Deadline for registration is December 10, 1984
Classes start: week of January 7, 1985

Mondays:
Commercial Law
Economics
Intermediate Accounting II

Tuesdays
Introductory Accounting
Intermediate Accounting I
Quantitative Methods II
Internal Auditing

Wednesday:
Quantitative Methods I
Intermediate Accounting I
Quantitative Methods II
Internal Auditing
Financial Management

Thursdays:
Commercial Law
Intermediate Accounting II
Cost & Management Accounting
Accounting Information Systems

CGA/SMA Exemptions

The courses listed below have been granted exemptions by CGA and SMA. An average grade of B is required for exemptions. This exemption policy applies as long as course content is acceptable to the associations.

Our Course #	CGA #	RIA #
ACC 100X & 102X	ACC 101	Intro. Acctg
OMDP 902 A & B	Law 108	Commercial Law
EC 903	Economics 104	Economics

Certificate in Business Management

Marketing MARK 100X

Course Content: Introduction to basic marketing concepts and practices as related to the consumer; marketing terminology, controllable and non-controllable variables, target market identification by demographic and geographic segmentation.

Mon. and Wed. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $50.00 and purchase of text.
January 28 to April 3

Business Management I BUS 900A

For course description, see page 8

Business Management II BUS 900B

For course description, see page 8

Accounting I ACC 100X

For course description, see page 8

Electives

Introduction to Data Processing EDP 100X

For course description, see page 8

Accounting II ACC 101X

For course description, see page 8

Cost Accounting I ACC 202X

For course description, see page 8

Ontario Business Law I OMDP 902A

For course description, see page 8

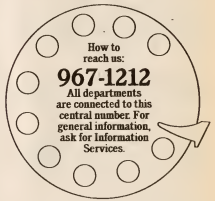
Economics EC 903

For course description, see page 8

Effective Supervision — Human Relations OMDP 907 (75-01)

Course Content: To develop an understanding of the basic needs of people in the work situation. This course focuses attention on the various aspects of the management of people (selection, training, motivation, morale, compensation, union relations, communications). It establishes a framework for the remaining sessions of the course. Topics covered include: understanding people, selection and induction, training and instructing employees, how to train your employees, pointers for supervisors involved in training, developing and maintaining morale, elements of salary administration, effective communications, appraising employee performance, job satisfaction, leadership, planning and organizing for results, resistance to change.

Thurs. 6 to 8:30 p.m. St. James Campus
25 hours Fee: $25.00 Materials: $25.00
January 24 to March 28


How to reach us:
967-1212
All departments are connected to this central number. For general information, ask for Information Services.

Certificate in Secretarial Practice

Compulsory

Typewriting III (Advanced) TYP 905

Prerequisite: 35 w.p.m. or TYP 901.
The purpose is to: (a) further develop typewriting skills and to concentrate on more advanced typewriting setups; (b) achieve 50 w.p.m. on ten-minute tests.
Course Content: During this course, emphasis is placed on practical typing of tabulation-tables, and financial statement; centering of menus, programs, announcements; business letters — different styles, placement, carbon copies and envelopes; essential business forms; erasures and corrections; squeezing and spreading; duplicating — the typing of dittos, stencils, and offset masters; skill development to bring the typist up to 50 w.p.m. or better on ten-minute tests.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $60.00 Materials: $25.00
and purchase of text.
January 29 to April 4

Pitman Shorthand Theory I SHP 900A

Prerequisite: Grade 12 English or equivalent, 45 w.p.m. in typing.
Course Content: Introduction to theory of Pitman Shorthand, through coverage of short-forms and phrases, laying a good foundation for speed development in subsequent courses.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
72 hours Fee: $72.00 and purchase of text.
January 22 to April 11

Pitman Shorthand Theory II SHP 900B

Prerequisite: SHP 900A or acceptable background determined by test.
Course Content: Continuation of the theory, developing of techniques in taking dictation at speeds of up to 100 w.p.m. and transcribing it in mailable form.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
72 hours Fee: $72.00
January 22 to April 11

Pitman Shorthand — Speed Development SHP 901

Prerequisite: SHP 900A & B or equivalent, and 45 w.p.m. in typewriting.
To further develop facility in writing shorthand of average commercial difficulty at speeds up to 120 w.p.m., and in transcribing from notes at the typewriter.
Course Content: Development of skill in writing and reading shorthand notes, with emphasis on shortforms and phrases; practice in transcribing notes at the typewriter in acceptable, mailable form.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $60.00 and purchase of text.
January 22 to April 11

Introduction to Records Management RM I RM 900

Course Content: This basic course is designed to introduce the student to the broad range of subjects covered by Records Management.
Lectures, syndicate exercises and discussions will help to define problem areas, possible solutions and benefits that can be gained by better control of all records. Emphasis is on training the student for supervised work.

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
January 30 to May 1

Electives

Ontario Business Law I OMDP 902A

For course description, see page 8

Advanced Records Management RM II RM 901

Prerequisite: RM 900 — Introduction to Records Management.
Course Content: An in-depth study of the subjects covered in RM 900 helps to develop previously acquired knowledge. Syndicate exercises and discussion of relevant topics will provide the practical background necessary for management positions in the profession.

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
January 30 to May 1

Introduction to Data Processing EDP 100X

For course description, see page 8

Bookkeeping I BOK 552X

This course provides students with a sound knowledge of bookkeeping concepts and procedures which form the basis of any accounting system. It also allows students to enter the job market in the field of bookkeeping and it will prove to be a solid background for those students who want to continue with more advanced studies of accounting.
Major topics include: analyzing business transactions affecting assets, liability and owner's equity accounts, as well as, revenue and expense accounts; recording business transactions; the trial balance; posting, adjustments and closing entries; accounting for professional enterprises; financial statements, petty cash and payroll.
Text: Symms — Accounting I

Mon. & Wed. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $50.00
January 28 to April 3

Marketing MARK 100X

For course description, see page 9

Certificate in Records Management

Compulsory

Introduction to Records Management RM I RM 900

For course description, see page 10

Advanced Records Management RM II RM 901

For course description, see page 10

Electives

Forms Management RM III RM 902

This course is designed to provide the student with the knowledge necessary to establish and administer a comprehensive Forms Management program.
The course is beneficial to those wishing to increase their understanding of Forms Management as an element of a total Records Management Program, or further their careers within the Forms Management field.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
January 31 to May 2

Manuals Management RM IV RM 903

Course Content: Introduction; program elements, production procedure I; production procedure II; effective writing I, effective writing II; caption writing; playscript writing; directives control; supplies; correspondence standards; course review.

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
January 30 to May 1

Microfilm for Your Business MICR 900

This basic course is designed to introduce students to the various facets of micrographics and to provide an understanding of fundamentals in the following areas: computer output microfilm (com); roll microfilm; unit microforms; engineering drawings; micropublishing; equipment available; cost benefit studies; film processing and quality control. As well, they will have gained an understanding of the basics of producing, processing, duplicating and using the various microforms, roll, jacket, microfiche, and aperture cards. Instruction is also given in preparing a cost/benefit study, presenting a session on the various types of equipment available, and how to select the equipment that best suits a particular application.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
January 22 to April 23

Procedural Analysis FORM 900

The course introduces the student to the following topics: forms analysis, procedural analysis, typewriter analysis, high-speed printer evaluation, recurring data, flow-charting. There are a number of written assignments and class exercises throughout the course, as well as a final examination. (Mandatory course for certificate in Paper-work Simplification. Optional course for certificate in Records Management).

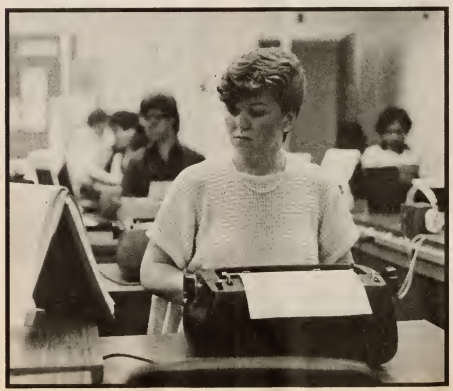
Mon. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00 Materials: $10.00
January 28 to April 29

Introduction to Archival Practices BUS 800

The course focuses on the basics of archival practice including: acquisitions; appraisal and accessioning; arrangement and description, cataloguing and indexing systems; reference, security and access; and conservation. The course examines the nature of archives and the relationship of archival practice with library practice and records management.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $69.00 Materials: $20.00
January 17 to April 18

Introduction to Archival Practices, a certificate program, is currently being developed. For more information please call: John Hardy, 967-1212, ext. 4278.



Certificate in Marketing

Compulsory

Marketing MARK 100X

For course description, see page 9

Introduction to Advertising MARK 904

Course Content: This course covers the understanding of the components of advertising which are headline, layout, illustration and copy. It demonstrates how to use each of these components effectively. Additional topics in the course are: the use of consumer research in identifying those people who are most likely to buy, creative strategy (what message to use), selection of appropriate media, pros and cons of using T.V. versus radio versus print.

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00 and purchase of text.
January 23 to April 24

Introduction to Retail Management MARK 905

This course is designed to provide basic retail tools and knowledge to the student. Participants are encouraged to use their own business as a case study.
Although the course is designed primarily for "people in business", those who are inclined to become "self-employed" or aspire to a retail management position would be well advised to enroll. Experienced instructors who are professional retail managers are able to identify most common problems and deficiencies and can provide solutions and instructions in simple understandable terms.
Course Content: Planning and budgeting; inventory control; merchandising; cost control; security; personnel, advertising and promotion.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $74.00 and purchase of text.
January 17 to April 18

Electives

Industrial Marketing MARK 903

Prerequisite: MARK 100X — Marketing.
Course Content: The purpose of this course is to develop an understanding and a working knowledge of marketing in the industrial sphere. The student upon completion of the course is able to effectively apply the marketing concept to the marketing of industrial products.

Wed. 6 to 10 p.m. St. James Campus
42 hours Fee: $79.00 and purchase of text.
January 16 to April 17

Marketing Law LAW 900

Course Content: To acquaint students with the fundamentals of and selected statutory materials on Canadian marketing law.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $95.00 and purchase of text.
January 24 to April 25

Marketing Research and Information Systems MARK 202X

Prerequisite: MARK 100X or equivalent.
Course Content: This course is designed for the user of information rather than for the technical research specialist. The course emphasizes the definition of decision-oriented information needs and the interpretation of information results. Sampling and measurement techniques, text, cases, project are covered.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00 and purchase of text.
January 22 to April 23

Consumer Behaviour MARK 906

Marketing refers to the process of satisfying consumers' needs. This course examines consumers and their motivations relating to purchase decisions.
Course Content: The effects of social class on purchasing behaviour; consumers' acceptance of certain new products and rejection of others; the debate whether consumers are manipulated to buy products they do not really need; personality differences and their effects on purchasing behaviour; attitudes on purchasing behaviour, attitudes and beliefs — can they be changed by advertisements?

Mon. 6 to 9 p.m. St. James Campus
42 hours Fee: $74.00 and purchase of text.
January 21 to April 22

Retail Advertising Copy Writing MARK 902

Prerequisite: Retail advertising copywriting or practical experience.
The advanced level of instruction combined with workshops will enhance the students' chances of obtaining full-time employment.
Course Content: Writing copy of regular price, sale, image and institutional advertisement; radio and television writing; direct mail, billboards and posters. Term project entails creating a complete advertising compaign using all media covered in this course.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $105.00
January 22 to April 23

OMA

ONTARIO MUSEUM ASSOCIATION
in co-operation with
GEORGE BROWN COLLEGE
presents

Certificate in Basic Museum Studies

The Certificate in Basic Museum Studies consists of a series of nine seminars designed to assist individuals in developing a deeper knowledge and understanding of good museum practice.
It is one of the few comprehensive continuing education programs currently available to interested individuals and to members of the museum community that can be undertaken on a part-time basis. The certificate serves as an acknowledgement of a museum worker's commitment and is recognized in the museum community as an important contributor to the development of basic museum skills and knowledge.
Priority will be given to: 1) museum workers who are employed on a full-time, part-time or voluntary basis; 2) those already enrolled in the certificate program.
Courses offered on a rotating basis are:
- The Museum Context
- Organization and Management of the Museum
- The Historic Building as a Museum
- Education Programs
- Exhibit Design
- Museum and the Community
- Collections Management
- Artifacts
- Care of Collections

Participants write an assignment for each course for which a credit is awarded towards the Certificate in Basic Museum Studies. To complete the certificate, participants must take all nine courses.

The Historic Building as a Museum OMA 802

Students develop an awareness and appreciation of historic buildings and areas in a community, how they may be preserved, the resources available for restoration and the role museum workers can play in their restoration.

To examine the process of evaluating, researching and designating a building under present legislation in Ontario will be examined as well as the procedure for developing an authentic restoration and interpretation programme for a historic building.

Students develop an appreciation of the difficulties of accommodating the specific and diverse needs of a museum in a building constructed for another purpose.

Course Content:

1. Interpreting our Past: An Overview
2. Today's Museums: Common Needs
3. New Uses for Old Buildings
4. Provincial Standards and Heritage Presentation
   - Structural Research
   - Archaeological Research
   - Archival Research
6. Case Study: Field Trips to a Restoration Site
7. Turning a Historic Building into a Museum
8. Funding: The Feasibility Study
9. The Master Plan
   - Using Consultants Effectively
   - Invisible Services
   - The Interior
   - Programming the Restored Building

Sat. 9 a.m. to 5 p.m. St. James Campus
21 hours Fee: $85.00 OMA members
$105.00 non-members
January 19, 26 and February 2.
Registration deadline: January 4.
Register at George Brown College.

The Museum Context: The History and Functions of Museums OMA 803

Students develop an awareness of the general history of museums in Ontario, Canada, the United States and Britain with emphasis on the history of Canadian museums.
The functions of museums — collection, preservation, research, exhibition, education and interpretation — are examined.
Types of museums by collections, administration, clientele, function and current trends in museum development are discussed. Participants develop an appreciation of the role of museums in contemporary society.

Sat. 9 a.m. to 5 p.m. St. James Campus
21 hours Fee: $85.00 OMA members
$105.00 non-members
February 16, 23 and March 2.
Registration deadline: February 1.
Register at George Brown College.

For more information contact:
George Brown College
Yvonne Snider
(416) 967-1212, ext. 3290 OR
Danuala Hilton, Ontario Museum Association
923-3868.

Insurance Courses leading to A.I.I.C. Designation

These courses are offered in cooperation with the Insurance Institute of Canada.
An examination fee of $30 per A.I.I.C. subject is collected on behalf of the Institute upon registration. The examination fee for General Insurance Essentials is currently $24.

REGISTRATION

Courses: September, January, April

Deadline: January 7, 1985

Principles and Practice of Insurance INS 911

This course introduces the insurance business; the organization and operation of insurance; law; basic documents — applications; binders and policies; from application to expiry; reinsurance; federal and provincial controls; production of business; adjusters; underwriters' associations or boards; history; how to read a policy.
Note: This course is a prerequisite for any other A.I.I.C. subject.

Mon. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
January 14 to April 1

Insurance on Property I INS 912

Prerequisite: INS 911 — Principles and Practice of Insurance.
Basic fire insurance policy, extended coverage endorsement; Insurance Act provisions — fire insurance; Fire Statutory Conditions; concepts relating to property insurance, coinsurance, mortgage clauses; dwelling fire insurance coverages; dwelling extended coverage endorsement; introduction to inland marine and multi-peril, general features of inland marine and multi-peril forms and underwriting of these forms; householders' named perils, personal effects floater, fine arts policy, miscellaneous coverages; composite dwelling policy, homeowners' policy, tenants' package policy; co-operatives and condominiums.

Wed. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
January 16 to April 3

Insurance on Property II INS 933

Prerequisite: INS 911 — Principles and Practice of Insurance, and INS 912 — Insurance on Property Part I.
Course Content: Business fire coverages; extended coverage endorsements E.C.K.L.J. rating; fundamental principles and purposes of underwriting; practice of underwriting; the mechanics of underwriting; insurance plans; plan drawing; mercantile coverages and commercial coverages designed for specific purposes; bailees; coverages; real property insurance; basic fire policy; survey practice.

Mon. 5:30 p.m. to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
January 14 to April 1

Insurance on the Person INS 934

Prerequisite: INS 911 — Principles and Practice of Insurance.
Course Content: History, types of policies, premiums, multi-party policies, computation of premiums — mortality, interest, expenses; office reserves — policy values, annual statements; savings and protection — uses of policies, effect of taxation; the Insurance Act; underwriting life insurance; business life insurance, pension plans, group insurance, equity investments, agency systems.
Accident and Sickness — history, the Insurance Act, Statutory Conditions; coverages, underwriting, group insurance.

Wed. 5:30 p.m. to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
January 16 to April 3

Insurance against Crime INS 935

Prerequisite: INS 911 — Principles and Practice of Insurance.
Course Content: Definitions, policy conditions; Robbery insurance — interior messenger and paymaster robbery (hold up) policy; Burglary insurance — safe burglary policy, mercantile stock burglary, damage to buildings by burglary or robbery. Theft insurance — church theft, residence theft; Broad form coverage — money and securities policy (broad form); Safe deposit box policies — standard safe deposit box policy (lessee's burglary and robbery cover), lessee's cover (broad form), lessor's cover (blanket insurance), lessor's cover (liability insurance); fidelity, forgery; Package policies — comprehensive dishonesty, disappearance and destruction policy, office — store burglary and robbery, broad form storekeepers, brokers blanket bonds; physical protection; underwriting; rating; claims.

Tues. 5:30 p.m. to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
January 15 to April 2

Business Interruption INS 940

Prerequisite: INS 911, INS 912.
Course Content: Purpose, terminology, insured perils, policy periods — indemnity period, American vs. British approach, insurable interest. Earnings insurance no co-insurance, gross earnings, insurance, profits insurance, other forms, some practical points, loss adjustment.

Mon. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
January 14 to April 1

Insurance Against Liability INS 913

Prerequisite: INS 911 — Principles and Practice of Insurance.
Course Content: The law of Negligence — Common Law — basic principles, the courts, employer and employee, independent contractors, dangerous things, animals, children and parents, damages, liability of owners and occupiers for dangerous land or premises, public authorities, conflict of laws, fatal accidents, defences. The Law of Negligence — Province of Quebec.

Thurs. 5:30 p.m. to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
January 17 to April 4

Insurance Accounts and Finance INS 916

This course is the mandatory last course in the A.I.I.C. program.
Course Content: Government control of insurance companies; general principles of bookkeeping and insurance accounts, systems and methods inter-relationship of accounting and statistical departments: books and records of original entry and subsidiary ledgers, general ledger, profit and loss account and balance sheet, premium reserves and loss reserves; collection and credit; agents accounts; reinsurance accounts; statistics; taxation of general insurance companies; investments.

Wed. 5:30 p.m. to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
January 16 to April 3

Importing

A one-day seminar to be held in February.

For more information call 967-1212, ext. 3290.

Building Construction/ Fire Protection and Basic Hazards INS 936

Prerequisite: INS 911 — Principles and Practice of Insurance.
Course Content: A comprehensive study of fire hazards in general and building construction, in particular.
Within these terms of reference this course covers the various types of building materials, and treats in descriptive and graphic forms, many types of structure — with special emphasis on fire resistance.
The course draws attention to the study of fire hazards such as those attending heating, lighting, and housekeeping, and to the relationship of these hazards to ignition, combustion — as well as to volatility and flammability.

Wed. 5:30 p.m. to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
January 16 to April 3

Automobile Insurance INS 914

Prerequisite: INS 911 — Principles and Practice of Insurance.
Course Content: Introduction and development, and applications in general, applications for Owner's form (S.P.F.I.); Owner's form — Section A — Third Party Liability; Owners form — Section B — Accident Benefits coverage; Owner's form — Section C — Own damage; General provisions, definitions and exclusions; Automobile insurance law and Statutory Conditions; endorsements which may be used with Owner's form; Non-owned Liability insurance; garage coverages; automobile insurance variations in the provinces; financial responsibility laws: highway victims indemnity funds; absolute liability, filing proof of financial responsibility; facility; compensation without fault; rating, claims.

Tues. 5:30 p.m. to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
January 15 to April 2

Claims I INS 918

An introduction to insurance claims; the independent adjuster; the insurer's claims department; the contract; the policy; investigation and settlement; the adjuster's role; first party claims: automobile; first party claims: property; first party claims: commercial property; Third party claims; documentation: property claims; aids to implementing adjustment.

Mon. 5:30 p.m. to 8:30 p.m. St. James Campus
Fee: $74.00 Materials: $10.00
and purchase of text.
January 14 to April 1

Casualty Covers INS 943

Prerequisite: INS 911 — Principles and Practice of Insurance.
Course Content: Glass Insurance — policy coverage, underwriting, claims; Surety bonds — underwriting terms, principles of suretyship, miscellaneous bonds, contract bonds, fiduciary bonds, administration bonds, underwriting, cancellation, surety claims procedure; Boiler and machinery insurance — history, main classes of objects for insurance, the policy, schedules and endorsements, rating, indirect insurance; Aviation insurance — aviation aircraft liability insurance, underwriting and rating, endorsements, additional coverages, aviation general liabilities, premises and operations liability, hangarkeeper's liability, products and completed operations liability, employer's liability and worker's compensation, aviation accident insurance air cargo liability insurance; miscellaneous coverages — water damage insurance, weather insurance, crop hail insurance, livestock mortality insurance, commercial credit insurance.

Thurs. 5:30 p.m. to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
January 17 to April 4

Industrial and Process Hazards INS 937

Prerequisite: INS 911 — Principles and Practice of Insurance, and INS 936 — Building Construction, Fire and Basic Hazards.
Course Content: Principles and practice of fire equipment; hand operated fire extinguishing equipment; automatic sprinkler protection and other special fire extinguishing equipment; private fire alarm services and equipment; public fire protection.

Thurs. 5:30 p.m. to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
January 17 to April 4

Bodily Injury Claims INS 932

Prerequisite: INS 911 — Principles and Practice of Insurance, and INS 915 — Loss Adjustments and Claim Settlements.
Course Content: Investigation and background, anatomy, bodily injury, bodily injury treatment, interpretation of medical reports, disability, rehabilitation, the evaluation, negotiation and settlement of bodily injury claims.

Thurs. 5:30 p.m. to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
January 17 to April 4

Casualty Loss Prevention INS 938

Course Content: Owners', landlords' and tenants' liability: Introduction, inspections, exit requirements, swimming pools, schools, day nurseries and school camps elevator liability. Manufacturers' and contractors' liability. Crime: Introduction, fidelity bonds, crime inspections, physical protection. Burglar alarm systems: Introduction, burglar alarm equipment and wiring methods, choice of alarm system. Safe and vaults: robbery.

Tues. 5:30 p.m. to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
January 15 to April 2

General Insurance Essentials — Part I INS 981

This course is offered in two sections. The first one deals with structures of the industry, office procedures and automobile insurance. It is designed for persons working in clerical or similar positions and is offered in cooperation with the Insurance Institute of Canada.

Thurs. 5:30 p.m. to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
January 17 to April 4

General Insurance Essentials — Part II INS 982

Continuation of INS 981 covering personal lines, claims, principles, law and government controls. Upon completion of this second section, credit will be granted for INS 911 and one other optional subject in the A.I.I.C. offerings.

Tues. 5:30 p.m. to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
January 15 to April 2

Claims II INS 946

Principles governing settlement; preserving the evidence; general liability claims professional and products liability claims; fidelity bond claims; surety bond claims; claims evaluation, settlement negotiation, and claim termination; civil procedure.

Thurs. 5:30 to 8:30 p.m. James Campus
Fee: $74.00 Materials: $10.00
and purchase of text.
January 17 to April 4

Personal Lines Production INS 971

The insurance business — an overview; definitions and explanations; organization of the insurance business. Sales — an introduction; selling individual selling skills. Legal background; jurisdiction — federal and provincial; tort; agency; contract law. Home insurance; automobile insurance; life insurance.

Thurs. 5:30 p.m. to 8:30 p.m. St. James Campus
Fee: $74.00 Materials: $10.00
and purchase of text.
January 17 to April 4

Commercial Lines Production I INS 972

Introduction to Risk Management; commercial accounts: exposure identification and analysis; case studies; property insurance; business interruption and package policies.

Mon. 5:30 p.m. to 8:30 p.m. St. James Campus
Fee: $74.00 Materials: $10.00
and purchase of text.
January 14 to April 1

Basic Broker Registration (General Lines Insurance) INS 944

Intended for those preparing for broker registration in RIBO (acting under supervision). Also useful for non-producer broker staff, insurance buyers, adjusters, insurance company personnel. Instructors are drawn from among leading brokers.
This evening course is equivalent to the 10-day broker registration course offered by IBAO at the School of Insurance in Toronto.
Course Content: Emphasis on the skills required of new brokers by RIBO: Principles and practices, RIBO Act information and regulations, commercial property, personal lines, liability, automobile, crime, bonds, brokerage office operations and routines.

Tues. and Thurs. 6 to 9 p.m. St. James Campus
66 hours Fee: $131.00 Materials: $160.00,
RIBO Examination Fee: $35.00
January 15 to March 28

Computer Studies

Introduction to Data Processing EDP 100X

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience using BASIC.
Text: Data Processing: The Fundamentals

Mon. and Wed. or Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $50.00 Materials: $10.00
and purchase of text.
January 28 or 29 to April 3 or 4

Computer Literacy (An introduction to Microcomputers) PRGM 993

This course provides a straightforward introduction to the computer age. It covers the basic fundamentals of how computers work, what they can do, their limitations, and what is available today. Computer terminology is explained in straightforward terms, with helpful visual and audio-visual materials. Includes hands-on experience.

Wed. 5:30 p.m. to 8:30 p.m. St. James Campus
15 hours Fee: $65.00 Materials: $5.00
January 30 to February 27
March 13 to April 10

Basic Keyboarding I KB 100X

This course is designed for those with no or almost no previous knowledge of typing. After the keyboard is thoroughly covered the remaining time will be spent on drills to promote speed and accuracy. A terminal speed of 20 to 25 words per minute is the desired goal.

Evening Schedule: Tues. and Thurs.
6 to 9 p.m.
Day-time Schedule: Mon., Wed., and Thurs.
noon to 2 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $5.00
and purchase of text.
Evening: January 29 to April 4
Day-time: January 28 to April 4

Basic Keyboarding II KB 101X

Prerequisite: KB 100X or equivalent.
This subject is designed to build basic keyboarding skills and to produce a rate of 35 to 40 words per minute, using five minute timed writings and international rules.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
30 hours Fee: $30.00 Materials: $5.00
February 5 to March 7

COBOL I EDP 101X

Language mechanics of COBOL are introduced and students gain practical experience by writing programs to solve business type problems. Emphasis is placed on documentation of programs.
Text: COBOL: A Structured Approach

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $50.00 Materials: $10.00
and purchase of text.
January 29 to April 4

COBOL II EDP 200X

Prerequisite: A "C" standing in COBOL I or equivalent.
Applications such as accounts receivable and payroll are the subject of programming assignments. Techniques include sorting, summarizing and master file update.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $50.00 Materials: $10.00
and purchase of text.
January 29 to April 4

Introduction to dBASE II PRGM 994

This hands-on course will be of interest to beginners and self-taught users. You will learn the capabilities, limitations and constraints of the system as well as the key commands, and how to construct and use dBASE II applications.

Mon. 6 to 9 p.m. St. James Campus
15 hours Fee: $95.00 Materials: $5.00
January 21 to February 18
March 4 to April 1

Advanced dBASE II PRGM 995

Prerequisite: PRGM 994.
This course reaches beyond the basics and is designed for the would-be expert. It requires a working knowledge of dBASE II fundamentals.

Mon. 6 to 9 p.m. St. James Campus
12 hours Fee: $75.00 Materials: $5.00
April 15 to May 6

Microcomputers in Business EDP 800

Prerequisite: Familiarity with microcomputers and general business procedures.
Course Content: Microcomputers are employed in a myriad of activities ranging from typical applications such as creating personalized letters on a word processing system, and handling general ledgers, accounts receivable, accounts payable, order entry, and inventory control tasks, to sophisticated applications for production scheduling, sales analysis, forecasting and business simulations. In order to compete in today's complex business environment, management of small firms is relying increasingly on computer systems that provide accurate, timely and comprehensive information.

Sat. 9 a.m. to 1 p.m. or 2 p.m. to 6 p.m.
St. James Campus
44 hours Fee: $89.00 Materials: $80.00
January 26 to April 6

***For information** on computer courses in the Business Division, call (416) 967-1212, Ext. 3289/90.*

For more courses in computer studies, see the Computer Studies section, page 42

Typing

Typewriting I (Beginning) TYP 901

Prerequisite: Basic knowledge of English.
The purpose is to: (a) achieve a mastery of the keyboard using the touch system, plus an introduction to basic typewriting setups; (b) achieve 25 w.p.m. on five-minute tests.
Course Content: All the keys are taught with special emphasis on the touch system (posture, good stroking, rhythm and correct fingering are an integral part). The names, care, and proper manipulation of the parts of the machine are introduced as required. Also the rules of syllabication and capitalization, tabulation and letters are covered.

Mon. and Wed. 6 to 9 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $10.00
and purchase of text.
January 28 to April 3

Typewriting II (Intermediate) TYP 903

Prerequisite: 25 w.p.m. typing or TYP 901.
Course Content: Basic production skills, for example centering and tabulation. Emphasis will be placed on speed development and remedial work. Speed objective is 35 w.p.m.

Mon. and Wed. 6 to 9 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $20.00
and purchase of text.
January 28 to April 3

Typewriting III (Advanced) TYP 905

Prerequisite: 35 w.p.m. or TYP 903.
The purpose is to: (a) further develop typewriting skills and to concentrate on more advanced typewriting setups; (b) achieve 50 w.p.m. on tests.
Course Content: During this course, emphasis will be placed on practical typing of tabulation-tables, and financial statement; centering of menus, programs, announcements; business letters — different styles, placement, carbon copies and envelopes; essential business forms; erasures and corrections; squeezing and spreading; duplicating — the typing of dittos, stencils, and offset masters; skill development to bring the typist up to 50 w.p.m. or better.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $60.00 Materials: $25.00
and purchase of text.
January 29 to April 4

Document Preparation — General BUS 169X

Prerequisite: Basic Keyboarding I. Certificate must be presented at time of registration.
This subject is designed to provide students with training in the preparation of documents such as business letters of memorandum, financial statements, multi-page documents with foot-notes, business forms, as well as minutes of meetings.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
75 hours Fee: $75.00 Materials: $10.00
and purchase of text.
January 15 to April 23

La Dactylographie en Français

For course description see page 79

Traitement de textes

For course description, see page 79

Word Processing

Word Processing Concepts WORD 113X

This course introduces the student to purpose and place of word processing and examines equipment and types of word processing systems.
This course does not include hands-on applications.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $5.00
and purchase of text.
January 31 to April 4

Word Processing I WORD 201X

Prerequisite: Grade 12 English and 45 wpm in typing (test required).
Course Content: This course is designed for the student who has already substantial office experience and who wishes to acquire the skills to operate word processing equipment effectively. Intensive hands-on-training will be provided on the Wang system.

Wed. 6 to 9 p.m. or Sat. 9 a.m. to noon or 1 to 4 p.m. St. James Campus
30 hours Fee: $131.00 Materials: $10.00
January 23 or 26 to March 27 or 30

Intermediate Word Processing WORD 800

Continued Training on the Wang System.
Introduction to glossary. Students will be able to create, manipulate and print documents using the following functions: Merge, Dual Column and Repagination.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $131.00 Materials: $10.00
January 28 to April 1

Advanced Word Processing WORD 801

Prerequisite: Intermediate Word Processing or equivalent.
This course continues training on the Wang system. Topics include: Glossary Design to Perform Edit Functions, Mathematical Functions Using Accumulators, Mathpak Glossaries, Transfer Control From One Glossary Entry to Another Glossary Entry. Demonstrations include: Generator, The Index Generator Function, Format Modification Function, Super Global Replace Function and Document Compare Function.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $131.00 Materials: $10.00
January 29 to April 2

Shorthand

Shorthand — Refresher Course SH 900

Prerequisite: Grade 12 English or equivalent; a reasonable knowledge of the theory of any system.
Course Content: Quick review of the principles of Pitman Shorthand; emphasis on facility in the use of shortforms, contractions, intersections and phrases; attention to development of speed.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
84 hours Fee: $84.00 and purchase of text.
January 22 to April 25

Legal Shorthand and Transcription Part I SH 207X

Prerequisite: 80 w.p.m. on general three minute material. Proof required when registering.
In this course, particular emphasis is placed on developing the writer's ability to handle the kind of terminology that is likely to be encountered in a legal office, at an acceptable writing speed and accuracy level.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
90 hours Fee: $90.00 Materials: $5.00
January 29 to May 2

Pitman Shorthand Theory I SHP 900A

For more course description, see page 10.

Pitman Shorthand Theory II SHP 900B

For course description, see page 10.

Pitman Shorthand Speed Development SHP 901

For course description, see page 10

Legal Office Procedures

Legal Office Procedures — Part I OP 206X

In addition to the development of typing skills, this course focuses on the varied duties involved in running a legal office. Emphasis is placed on the thorough understanding and accurate preparation of the correspondence and documents involved in the various facets of law covered.

Mon. and Wed. 6 to 9 p.m.
St. James Campus
60 hours Fee: $60.00 Materials: $15.00
January 28 to April 3

Legal Office Procedures — Part II OP 216X

Prerequisite: OP 206X — Legal Office Procedures — Part I or acceptable work experience in a legal office.
Course Content: Introduction to real estate transactions, deeds and transfers, mortgages and charges, statements of adjustments, insurance and reporting letters, etc.

Mon. and Wed. 6 to 9 p.m.
St. James Campus
72 hours Fee: $72.00 Materials: $5.00
January 28 to April 17

Legal Machine Transcription Part I BUS 262X

This course introduces the student to the basic use of the transcription equipment as it applies to the legal office.

Tues. 6 to 9 p.m. St. James Campus
39 hours Fee: $39.00 Materials: $5.00
January 29 to April 23

Medical Office Practice BUS 176X

Course Content: Introduction to daily routine work in a doctor's office, including correspondence and appointments. Development of office practice skills with emphasis on patient files, medical forms, OHIP, WCB forms and assignments related to a hospital dicta-typing pool. Medical office environment simulation to the highest degree possible.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $60.00 Materials: $5.00
and purchase of text.
January 29 to April 4

Franchising

The Business Division is developing a course in Franchising.

For more information please call 967-1212, Ext. 3289/90.

Certificate in Managing Productivity Improvement

For details see ad inside front cover.

Organizational Productivity Improvement (84-00) OMDP 949

The information on productivity presented in this course is applicable to all industries and situations. As a background for the other nine courses, *Organizational Productivity Improvement* outlines objectives for increasing productivity, as well as ways to determine which financial, human-resource, and technological techniques and strategies are applicable to it. (Many of these techniques and strategies are reviewed.) In addition to providing you with background information, the course will help you identify programs and decide how, when, and where to start.

Mon. 6 to 9 p.m. St. James Campus 30 hours
Fee: $30.00 Materials: $30.00
February 4 to April 8

Productivity Improvement — Human Resources (84-04) OMDP 950

Most technological answers to productivity improvement are doomed to failure if they are not combined with sound "people programs." *Productivity Improvement — Human Resources* will help you plan and create a corporate climate in which employees can be more productive. Beginning with a historical assessment of productivity in human resource management, the course reviews current theories of human behaviour and work situations and establishes the critical role of the chief executive or owner in planning and implementation. Other sessions focus on effective communication, reward systems, and the training required to improve morale, attitudes, and, ultimately, output.

Mon. 6 to 9 p.m. St. James Campus 30 hours
Fee: $30.00 Materials: $30.00
February 4 to April 8

Management of Technology — Information Systems (84-06) OMDP 951

This course provides both extensive background and a wealth of *how to* tips on the present and future uses of computer hardware and software, including their role in increasing productivity in the office. *Management of Technology — Information Systems* evaluates the types of hardware and software available and presents them in a variety of office-automation and telecommunications applications. It then reviews standards, system integrity, security and programs to build support and understanding for the use of computers in the office. The course provides the inside track on how to determine requirements, plan support facilities, acquire and implement a computer system (including help with selecting the right equipment and with deciding whether to buy, rent or lease), prepare a contract, and develop a training program.

Mon. 6 to 9 p.m. St. James Campus 30 hours
Fee: $30.00 Materials: $30.00
February 4 to April 8

Productivity Improvement — International Marketing (84-10) OMDP 952

In the years to come, more and more Ontario companies will need to export to survive. *Productivity Improvement — International Marketing* assesses the benefits and problems of exporting and explains what to do and where to get information and assistance related to market research, distribution, promotion, sales, pricing, financing, credit, and collections. The critical role of language, culture, exchange coverage and documentation in securing and building export sales is also comprehensively examined.

Mon. 6 to 9 p.m. St. James Campus 30 hours
Fee: $30.00 Materials: $30.00
February 4 to April 8

Ontario management development program

designed for
OWNERS
MANAGERS
SUPERVISORS
ENTREPRENEURS

Ontario Management Development Program (OMDP) courses:
- help you meet your career goals by providing you with management training you need to run your business successfully.
- assist you in starting your own small business.
- offer provincial OMDP Certificates, issued by the Ministry of Colleges and Universities, to recognize your achievement on completion of basic programs.

Co-ordinated by the Ministry of Colleges and Universities in co-operation with Ontario's community colleges, OMDP courses are designed by business and industry professionals, including the Federal Business Development Bank. Course leaders are practical, well-qualified business persons, educators or consultants who are familiar with the day-to-day problems faced as managers, supervisors and owners.

Register in one or more courses in the same term and select the courses in the sequence outlined below.

For more information, please call 967-1212, ext. 3289.

Certificate Category:
Business Management Studies

Satisfactory completion of six courses, four of which are mandatory from two of the groups "A" to "E". The remaining two courses may be drawn from groups "A" to "H", or from non-OMDP, College-approved related courses:

Group A:	Business Management/Generol
72-07	OMDP922 Management for Results
82-09	OMDP930 Management by Objectives and Results
80-08	OMDP931 Successful Small Business Management
87-03	OMDP932 Computers from the Manager's Viewpoint

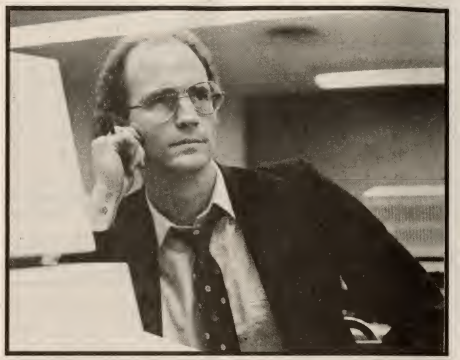
Group B:	Finonciol Control
79-09	OMDP926 Internol Control for Small Business
79-051 to 79-060	OMDP902A Ontorio Business Law I
82-01	OMDP925 Fundamentals of Financial Management
FT-1	
68-01	OMDP916 Credit & Collections
76-02	OMDP909 Management Approach to Credit & Collections

Group C:	Morketing
80-03	OMDP923 The ABCs of Selling
81-03	OMDP948 How to Operate a Successful Retail Store
72-08	OMDP933 Managing the Marketing Function
76-12	OMDP934 Planning Profitable Advertising
79-11	OMDP935 Marketing Your Product
77-11	OMDP936 Marketing for Small Business
80-04	OMDP937 Understanding your Customer

Group D:	Production
72-06	OMDP938 Job Enrichment for Administration
75-04	OMDP940 Effective Supervision – Production
75-03	OMDP908 Effective Supervision – Administration

Group E:	Personnel Monagement and Labour Relotions
75-01	OMDP907 Effective Supervision – Human Relations
82-03	OMDP912 Management Skills in Personnel Selection
81-04	OMDP906 People Management: Tools & Techniques
76-01	OMDP941 Effective Labour Relations
75-02	OMDP942 Effective Supervision – Communications

Group H:	Electives
77-10	OMDP914 How to Start a Small Business
82-08	OMDP943 Taxation, Your Business & You
82-06	OMDP944 The Basics of Small Computer Systems
78-001 to 78-072	OMDP900 Management Functions for Supervisors
72-01	OMDP945 Effective Supervision – Construction
75-08	OMDP946 Municipol Management for Results
73-03	OMDP947 Effective Supervision – Administration for the Public Service



Certificate in Business Management Studies

Management Functions For Supervisors (78/001-072) OMDP 900

The following modules will be offered in sequence as outlined below. A student taking all modules will be credited with one full course toward the Ministry of Education Certificate.

Course Content: The role of the supervisor; Management process: an introduction; Time Management; Introduction to budgeting; Decision making techniques; Allocating human resources; Meeting management; Interviewing; An Introduction; Performance appraisals; Women as supervisors and supervising women.

Thurs. 6 to 8:30 p.m. **St. James Campus**
25 hours Fee: $25.00 Materials: $25.00
January 24 to March 28

Ontario Business Law I (79-051/79-060) OMDP 902A

For course description, see page 8.

People Management: Tools and Techniques (73-60) OMDP 906

Course Content: The purpose of this course is to provide the participants with usable mental tools which will allow them to structure their approach to people within their own organization in a more effective way. Topics covered include: overview, organization planning, motivation, selection of personnel, induction and training, performance and appraisal, compensation, industrial relations, communication and constructing an effective environment.

Thurs. 6 to 8:30 p.m. **St. James Campus**
25 hours Fee: $25.00 Materials: $25.00
January 24 to March 28

Effective Supervision — Human Relations (75-01) OMDP 907

For course description, see page 9.

Effective Supervision in Administration (75-03) OMDP 908

Course Content: To understand the techniques of flow charting and layout analysis as aids towards improving administration. To appreciate the need for selecting meaningful standards when developing objectives and plans against which performance can be measured and evaluated. To emphasize the role of the administrative supervisor in taking corrective action, making decisions and carrying them out. To encourage the administrative supervisor in self-development in the art and techniques of supervision.

Wed. 6 to 8:30 p.m. **St. James Campus**
25 hours Fee: $25.00 Materials: $25.00
January 23 to March 27

Management Approach to Credit and Collections (76-02) OMDP 909

Course Content: To develop a managerial concern for the planning, organizing, coordinating and controlling of the credit and collection function. To develop an understanding of the credit and collection operation that is consistent with prudent financial management and the maximization of operating profits.

Thurs. 6 to 8:30 p.m. **St. James Campus**
25 hours Fee: $25.00 Materials: $25.00
January 24 to March 28

Management Skills in Personnel Selection (77-01) OMDP 912

Course Content: To establish criteria or benchmarks against which employers decide to hire. Based on the above, to determine what areas in the selection process are of particular importance. To emphasize the importance of proper selection of employees. To provide an understanding of personnel recruitment and selection techniques. To highlight the importance of planning manpower needs, both with respect to numbers of people and specific job requirements and duties. Topics covered include: Film — "The Employee Turnover Syndrome", selection procedures, application form, position announcement, screening methods, the interview.

Mon. 6 to 8:30 p.m. St. James Campus
25 hours Fee: $25.00 Materials: $25.00
January 23 to March 27

How To Start a Small Business (77-10) OMDP 914

Course Content: Starting a small business — choosing a legal form, the business plan. Establishing a business — existing business vs. a new business location and physical requirements. Financial requirements — start-up costs, sources of financing. The marketing process — target markets, sales forecast. Marketing strategy — marketing mix, marketing plan. Management and staffing. Purchasing and inventory control — setting up the system. Financing statements — are they worth the effort? Financial Controls — making figures work for you. Government regulations — municipal, provincial and federal requirements, course review and operations.

Mon. or Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 21 or 24 to March 25 or 28

Credit and Collections (68-01) OMDP 916

Course Content: To provide a basic knowledge of the principles of consumer and mercantile credit. To examine the techniques of profitable credit investigation and approval. Topics covered include: Introduction — the study of credit, introductory remarks, the general concepts of credit, terms of sale, guiding principles of credit analysis, how to read a financial statement, services of credit associations and other major financial institutions, mercantile collections, consumer collections, credit and collection correspondence.

Mon. 6 to 8:30 p.m. St. James Campus
25 hours Fee: $25.00 Materials: $25.00
January 28 to April 1

Management For Results (72-07) OMDP 922

Course Content: To improve managerial skills. To link together both fundamental and advanced concepts of the management process of delegation and job enrichment, and an integrated policy of management by objectives.

Wed. 6 to 8:30 p.m. St. James Campus
25 hours Fee: $25.00 Materials: $25.00
January 23 to March 27

The ABCs of Selling (80-03) OMDP 923

Course Content: To understand what "professionalism" is in selling, and what is meant by "customer's needs".
It will help participants to recognize the importance of knowing their competition, and to offer some guidelines for researching product information. Students will come to understand the importance of closing a sale effectively by knowing when and how. They will appreciate the importance of presenting a product well; some of the techniques of a successful demonstration and the value of using sources of justification.

Tues. 6 to 8:30 p.m. St. James Campus
25 hours Fee: $25.00 Materials: $25.00
January 22 to March 26

Fundamentals of Financial Management (82-01-FT-1) OMDP 925

Prerequisite: Students must have a knowledge of basic accounting.
This course will enable students to understand what an Income Statement presents. It also teaches students how to prepare "break-even" information using at least one of three methods — "Preparation", "Application" or "Limitations". It acquaints students with "cash budgeting" as a management tool, the preparation of cash budgets, and ways by which management uses cash budgets.

Wed. 6 to 8:30 p.m. St. James Campus
25 hours Fee: $25.00 Materials: $25.00
January 30 to April 3

Internal Control for Small Businesses (79-09) OMDP 926

The course will enable students to understand the flow of cash in a business, the need to control it through a cash control system; to understand bank accounting role in business. It will allow the participants to develop an appreciation for a salary/wage control system.

Thurs. 6 to 8:30 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 31 to April 4

Management by Objectives and Results (82-09) OMDP 930

Course Content: This course introduces the basic principles of management by objectives and results using an activity-oriented, learning-by-doing approach. Emphasis is on helping participants successfully apply Management by Objectives in their business.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 21 to March 5

Successful Small Business Management — Introductory Level (80-08) OMDP 931

This course provides you, the student, with the opportunity to improve your managerial skills. Topics include: decision-making, problem-solving, developing a good staff, getting the message across, control and managing for healthy growth.

Thurs. 6:30 to 8:30 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 24 to March 28

Managing the Marketing Function (72-08) OMDP 933

This course introduces and explains the marketing function. Topics include: the marketing environment, consumer behaviour, marketing and forecasting, and the importance of the customer.

Mon. 6 to 8:30 p.m. St. James Campus
25 hours Fee: $25.00 Materials: $25.00
January 21 to March 5

Planning Profitable Advertising (76-12) OMDP 934

This course is designed to familiarize the non-professional advertiser with the advertising process in lieu of agency services. Emphasis is on true-to-life promotions and ideas that help participants learn from successful advertisers.

Mon. 6 to 8:30 p.m. St. James Campus
25 hours Fee: $25.00 Materials: $25.00
January 21 to March 27

Marketing Your Product (79-11) OMDP 935

This course explains consumer behaviour. The student learns to appreciate the importance of a clear marketing strategy and its impact on a business' profitability. Topics include: product management, developing brand images, choosing and developing your product, the importance of distribution.

Tues. 6 to 8:30 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 22 to March 26

Marketing for Small Business (77-11) OMDP 936

This course is designed for people with little or no formal marketing background. The basic tools of marketing are outlined and focuses their application on the small or medium-size business. This course assists anyone interested in understanding the basic elements of marketing and how they produce results.

Thurs. 6 to 8:30 p.m. St. James Campus
25 hours Fee: $25.00 Materials: $25.00
January 24 to March 28

Understanding Your Customer (80-04) OMDP 937

This course assists you to understand the customer. Learn how they decide what, where and when to buy. This knowledge will equip you to make whatever changes or adjustments your business may need to satisfy your customers.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 21 to March 25

Job Enrichment for Administration (72-06) OMDP 938

This course is designed for sales and marketing directors, office managers, supervisors, and key managers in any administrative area. It will improve the supervisor's ability to give real attention to the achievement of the individual employee, while effectively integrating the accomplishments of all employees to further the success of the organization.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 22 to March 26

Effective Supervision — Production (75-04) OMDP 940

This course is designed for supervisors, aspiring supervisors, and foremen in any type of production or manufacturing-oriented industry, regardless of size. Topics include: the role of the supervisor; principles of effective supervision; employee motivation; planning; measuring results; developing and getting a day's work done; setting objectives and goals; measuring results and efficiency.

Mon. 6 to 8:30 p.m. St. James Campus
25 hours Fee: $25.00 Materials: $25.00
January 21 to March 25

Effective Labour Relations (76-01) OMDP 941

This course is designed to help supervisors deal effectively with aspects of labour relations, where collective agreements are established or where certification is possible. Topics include: union security, management rights, negotiations, collective agreements, employee-employer relations, establishing bargaining rights.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 22 to March 26

Effective Supervision — Communications (75-02) OMDP 942

This course assists supervisors/management personnel to develop effective communication techniques, both verbal and written. Topics include: learning to listen, barriers to communication, common problems, the meaning and definition of communication.

Wed. 6 to 8:30 p.m. St. James Campus
25 hours Fee: $25.00 Materials: $25.00
January 23 to March 27

Taxation, Your Business and You (82-08) OMDP 943

This course is designed to a) clarify the principles underlying Canadian taxation, b) introduce different tax planning, c) simplify the application of the principal tax forms. It has been designed for anyone interested in tax planning: in particular present and future small business owners whether their business is incorporated or individual.

Sat. 9:30 a.m. to 3:30 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 26 to March 30

The Basics of Small Computer Systems (82-06) OMDP 944

This course is for the person who needs to know what is happening in the computer world today. Students are provided with the basic knowledge required to understand how computers work; analyze needs for computerization; select and shop for the selected system; provides sound advice on how to avoid a computer victim; and how to up-grade your present system.

Sat. 9:30 a.m. to 3:30 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 26 to March 30

Effective Supervision — Construction (72-01) OMDP 945

This course is designed for supervisors, foremen and superintendents in any area of the construction industry. Topics include: motivating the worker, setting goals and objectives, measuring progress and costs, making job improvements, time planning and organization, concepts of effective supervision.

Sat. 9:30 a.m. to 3:30 p.m. St. James Campus
25 hours Fee: $25.00 Materials: $25.00
January 26 to March 30

Municipal Management For Results (75-08) OMDP 946

This course is designed to develop within the municipal manager an understanding of his/her role in today's dynamic economy and changing for improved service, organizing and communicating through greenlighting, managing human resources, M.B.O. — what is it, key service areas and indicators.

Sat. 9:30 a.m. to 3:30 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 26 to March 30

Effective Supervision Administration for the Public Service (73-03) OMDP 947

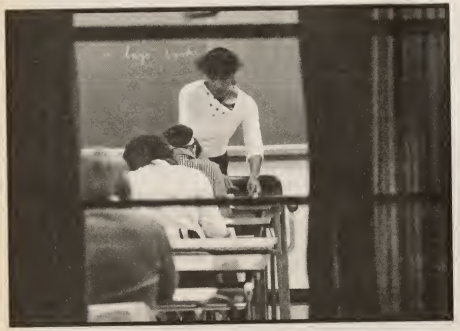
This course introduces current ideas on improving productivity and systems analysis and is designed for persons involved in municipal and regional government, their affiliated agencies, hospitals and other non-profit, public-oriented organizations.

Sat. 9:30 a.m. to 3:30 p.m. St. James Campus
25 hours Fee: $25.00 Materials: $25.00
January 26 to March 30

How to Operate a Successful Retail Store (81-03) OMDP 948

This course is designed for one purpose: to help you become a better retailer and help turn your plans into reality . . . and profits. Topics include: managing price changes, pricing and profit, controlling your inventory, designing your store to sell.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 23 to March 27



Academic Upgrading

These courses are designed for those who wish to upgrade their academic standing for self-development and career improvement and for entry into apprenticeship, vocational training and two-year diploma programs offered at colleges of applied arts and technology.

***For more information** about Upgrading courses, please call (416) 967-1212, ext. 2462.*

English

Pre-Upgrading ENG 930

This course is a preparatory class for those students who do not meet the requirements of ENG 906. Emphasis will be on reading and writing skills. Instruction will be individualized although group instruction will be offered as well.

Tues. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $50.00
January 15 to May 7

English Upgrading 8 ENG 906

Prerequisite: Grade 7 English or equivalent.
Course Content: A basic course emphasizing grammar, usage, spelling, vocabulary, reading, and compositional skills. For students who have been out of school a number of years, this course is an excellent means of refreshing basic language skills and preparing for more advanced courses in English upgrading. Instruction will be individualized although group instruction will be offered as well.

Tues. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $50.00
January 15 to May 7

English Upgrading 9 ENG 907

Prerequisite: ENG 906 or equivalent.
Course Content: Grammar and usage in considerable detail with application to writing assignments at each session. Punctuation. Spelling. Vocabulary development. Reading. Group teaching techniques will be used as well as individualized instruction.

Tues. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $50.00
January 15 to May 7

English Upgrading 10 ENG 908

Prerequisite: ENG 907 or equivalent.
Course Content: Brief review of grammar and punctuation as required. Emphasis will be on developing proficiency in vocabulary, reading and writing skills. Writing skills portion of course will involve descriptive, expository and narrative writing, short reports, and introductory business letters.

Tues. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $50.00
January 15 to May 7

English Upgrading 11 ENG 909

Prerequisite: Grade 10 English or ENG 908.
Course Content: Basic communications designed to improve reading rate and comprehension. vocabulary range, principles of discussion and debates; the English language in terms of origin, factors that cause a language to change and standards of usage; essays emphasizing creativity will also be required. Detailed analysis of the short story, poetry and short plays from Twentieth Century literature.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
75 hours Fee: $75.00
January 14 to April 8

Changing Directions?

We can help.

George Brown's Vocational Testing Service can help you decide whether to go back to school or change careers.
The tests will assess your interests, skills and personality characteristics to match you to a career. The Test Centre's staff can also help you with job search techniques and information about the labour market.

For more information call: The Test Centre
967-1212, ext. 4280

English Upgrading 12 ENG 910

Prerequisite: Grade 11 English or ENG 909.
Course Content: Techniques used by various writers as guidelines for the students in assessing their own work; listening and oral skills with emphasis on debates, presentations, and simulated meetings; detailed analysis of representative twentieth century writers with emphasis on drama and novels.

Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
75 hours Fee: $75.00
January 14 to April 8

Language and Communication I ELS 160

Prerequisite: Enrolment in a post secondary program.
Course content: This course functions as a make-up course for students who do not obtain a passing grade in English 141, and will satisfy program requirements for most first semester post-secondary language and communication courses.
Emphasis is on clear, concise technical and business writing with minimal grammatical and usage errors. The use of headings, numbering systems and spacing information "packages" will be emphasized in a variety of technical and business writing assignments.

Tues. 4 to 7 p.m. Casa Loma and St. James Campuses.
45 hours Fee: $45.00
January 22 to April 30

Mathematics and Science

Mathematics Upgrading 8 MATH 906

Prerequisite: Grade 7 Mathematics or equivalent.
Course Content: Whole numbers, fractions, decimals, per cent, ratio and proportion, introduction to metric system and use of calculators. Individualized instruction.

Thurs. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $50.00
January 17 to May 9

Mathematics Upgrading 9 MATH 907

Prerequisite: Math 906 or equivalent.
Course Content: Brief review of fractions, decimals, and per cent. Powers, square roots, metric system, mensuration and introductory algebra. Individualized instruction.

Thurs. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $50.00
January 17 to May 9

Mathematics Upgrading 10 MATH 908

Prerequisite: Math 907 or equivalent.
Course Content: Properties of triangles, circles, theorem of Pythagoras, volume, weight and capacity, multiplication and division of monomials and binomials. Linear equations, simultaneous equations, introductory trigonometry. Individualized instruction.

Thurs. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $50.00
January 17 to May 9

Mathematics Upgrading 11 MATH 909

Prerequisite: Grade 10 Mathematics or Math 908.
Course Content: Brief review of grades 9 and 10 algebra; exponents, scientific notation and formulae; logarithms; mensuration; ratio and proportion; real number system and quadratic surds; plane trigonometry.

Tues. and Thurs. 7 to 10 p.m.
(Fall and Winter) Casa Loma Campus
75 hours Fee: $40.00
January 15 to April 9

Mathematics Upgrading 12 MATH 910

Prerequisite: Grade 11 Mathematics or Math 909.
Course Content: Brief review of grade 11 algebra; open sentences, equations, and inequalities; relations, functions, and their graphs, quadratic equations; sequences and series; numerical trigonometry.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
75 hours Fee: $40.00
January 15 to May 28

Physics PHY 900

Prerequisite: Grade 10 Science and Grade 11 Mathematics.
Course Content: Grade 11 or 12 level mechanics, heat and electricity.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
75 hours Fee: $40.00
January 15 to April 9

Biology BIO 900

Prerequisite: Grade 10 science.
Course Content: Human anatomy and physiology at the Grade 11 or 12 level; structure and function of the various body systems, with laboratory work.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
75 hours Fee: $40.00
January 14 to April 8

Chemistry CHEM 900

Prerequisite: Grade 10 Science.
Course Content: Grade 11 or 12 level; introductory college chemistry with laboratory work.

Tues. and Thurs. 7 to 10 p.m.
(Fall and Winter) Casa Loma Campus
75 hours Fee: $40.00
January 15 to April 9

Biology for Health Sciences BIO 700X

Introduction to human biology and physiology in preparation for entrance into Nursing and Dental programs. This course is the equivalent of BIO 700 (see Pre-Health Science program).

Tues. 7 to 10 p.m. St. James Campus
65 hours Fee: $65.00
January 22 to June 18/85

***For more information** on this course please telephone 967-1212, ext. 3370.*

Pre-Technology PT 700

This series of courses will provide a realistic avenue of preparation for mature students not having the stated prerequisites to enter their chosen technology program. By taking these courses, the mature student will be given a general education providing a reasonable expectation of success in a technology program. The courses are offered as a 30-week day-time package. Students wishing to enrol in individual classes must enquire about the scheduled times and fees by phoning 967-1212, ext. 2481.

Mon. to Fri. 8 a.m. to 3 p.m. Casa Loma Campus
January 7 to April 19 (Semester I)
April 22 to August 2 (Semester II)

Computer Studies PRGM 714

Introduction to computers and computing, approach to problem solving, the BASIC language, flow charts, writing a program, running and debugging programs, application to problem-solving in technology.

90 hours (Semester I and II)

Pre-Technology Mathematics MATH 713

Review of basic mathematics including whole numbers, fractions, decimals, signed numbers, order of operations, powers and roots, algebra, percentage, ratio and proportion, formula manipulation, graphs, SI system of units, trigonometry, mensuration.

150 hours (Semester I and II)

Drafting DR 703

Introduction to drawing practices, instruction in the use of instruments, lettering, linework, applied goemetry, orthographic projection, oblique and isometric drawings, freehand sketching, conventions and symbols, sections, dimensioning practices, detail and assembly drawings, an introduction to architectural and electrical drawings.

90 hours (Semester I and II)

Introductory Electricity EL 714

Basic structure of matter; static electricity; nature of electricity; resistors; Ohm's Law; DC measuring instruments and application; simple DC circuits; series — parallel circuits; Kirchoff's Laws; conductors; chemical cells; work, power and energy; line losses and efficiency; magnetism; electromagnetism.

45 hours (Semester I)

Introductory Electronics ELTC 722

Review of atomic elements; structure and charges; conductors, insulators and semiconductors; circuit components; DC bridges, meter applications; diode rectifier; basic transistor operation; thermoelectric devices; photoelectric devices; on-off switching devices; timers.

45 hours (Semester II)

Introductory Chemistry CHEM 714

Fundamental composition of matter and their states, periodic table, symbols, valencies, mixtures, solutions, bonding, chemical formulas, acids, bases, pH, oxidation-reduction reactions, organic chemistry.

45 hours (Semester I)

Introductory Physics PHY 711

Nature of heat, effects of heat, temperature scales, specific heat, latent heat, heat of combustion, expansion of solids and liquids, nature of light, nature of sound.

45 hours (Semester II)

Introduction to Engineering Science SC 700

Mechanics: displacement, velocity, acceleration, work, energy, power, force systems.
Strength of materials: tensile stresses, compression stresses, shear stresses, shear force, bending moments.
Fluids: hydrostatic pressure, Archimedes Principle and fluid control. Friction, machines.

60 hours (Semester II)

English "A" Language Development ENG 720

In this course special attention is paid to the basic elements of the English language to ensure that the student has mastered their usage. Review and application of basic grammar, punctuation, sentence and paragraph structure will be undertaken. Vocabulary development and principles of essay writing will be studied with appropriate assignments to develop competence.

75 hours (Semester I)

English "B" Applied Communications ENG 721

In this course there will be a review of the basic theory of communications. Emphasis will be placed on reading comprehension exercises along with the need to develop effective oral and verbal skills. The basic modes of business communication letter, memo, etcetera, will also be reviewed and their usage applied.

75 hours (Semester II)

Liberal Studies Life Skills/Human Relations HR 701

This is an introductory course into the basic principles of practical life skill psychology. Students are encouraged to develop their human potential so as to accomplish successfully their personal goals and objectives.
The development of positive Human Relations techniques are emphasized in order to prepare a student to cope with the many varied human problems that require daily solutions.

60 hours (Semester I and II)

Machine Shop Practice MACH 707

Metal Cutting: theory of metal cutting, speeds and feeds, cutting fluids, drill sizes and numbering systems, drill sharpening.
Machining: principle of machining operations, construction of machines, capacity of machines, economics and accuracy of machines, machine simple parts, student project, measuring and layout, benchwork.

60 hours (Semester I)

Pre-Health Science Program

George Brown College offers a Pre-Health Science program (PH700) which will be of interest to men and women who wish to enter a post-secondary Health Science program but lack the prerequisites.
The objectives of PH700 are to prepare applicants for entry into a post-secondary, health-related program and to provide a background in basic sciences, English, mathematics and social sciences through specially designed courses.
PH700 is for 16 weeks, 28 hours per week from 8 a.m. to 4 p.m. with intakes in September and January. Classes are held at St. James Campus and are available on a part-time day basis as well as full-time.
For additional information please call 967-1212, ext. 3369/3370.

Courses:
Biology 700, 80 hours, human biology
Chemistry 700, 48 hours, chemistry as applied to biology
Physics 700, 64 hours, physics for health sciences
Mathematics 700, 80 hours, basic and applied skills
English 700, 80 hours, basic English skills
Sociology 700, 64 hours, introduction to social science
Human Relations 700, 32 hours, study habits, communication, group dynamics

Fees: (subject to change)

Full-Time:

Tuition fee	$310.00
Confirmation fee	$ 50.00
(non-refundable)	(deducted from $310.00)

Part-Time:
The program may be taken on a part-time basis during the day. Fees will depend on the hours of instruction.

Textbooks: Approx. $100.00
Financial assistance (OSAP) is available to eligible full-time students.

Graduates:
Certificates are given for successful completion of the program. Graduates of Pre-Health who wish to enter full-time programs in the Health Sciences Division must apply through the normal selections process.

Business Communications

Business Communication ELS 903

Prerequisite: Grade 12 or equivalent.
This course is for Certified General Accountancy candidates and any other interested students who require a business communications course. It includes the planning and preparation of business reports, the effective presentation of financial information. Students are taught to write correspondence that is clear, concise and emphatic. Business correspondence segment includes request, claim, adjustment, credit and collection letters. The creative language type of letter — sales, public relations and social business — are also covered.
Time is devoted to the improvement of listening and oral skills. The oral component of the course focuses on conducting a business meeting.

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
January 16 to April 17

English and the Business World ENG 201X

Course Content: This course in business communication covers a variety of letters, written from both the business firm's and consumer's point of view, including letters of claim, credit, inquiry, and sales; mechanics of the language, particularly as they arise in student writing; report writing in detail.
English 201X is one of the electives offered in the part-time programs of Accounting, and Business Management. It is a compulsory course for the Secretarial Practice Program.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
January 15 to April 16

Communications I COMM 901

Prerequisite: Grade 12 English.
Course Content: This course covers study skills, essential grammar and punctuation skills, organizing ideas effectively in paragraph and short essay forms, proofreading techniques, research skills, introductory report writing and short oral presentations.

Mon. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
January 14 to April 15

Report Writing ENG 927

Course Content: Designed for the manager who requires a thorough preparation in the writing of proposals and reports, this course gives a firm basis in the skills required. Students research and write proposals and reports under the guidance of a business leader and teacher.

Tues. 6 to 9 p.m. St. James Campus
15 hours Fee: $40.00
January 22 to February 19

Speaking with Confidence ELS 809

Course Content: When you are called on "to say a few words" to a social or a business group, do swarms of butterflies fill the pit of your stomach? And is that fluttering panic you feel holding you back in your private and business life?
Speaking with Confidence teaches you to make those swarms of butterflies fly in formation; to turn panic into poise.
Class by class, you will see yourself improving, on video-tape. You will learn to deliver reports and to give presentations with visual aids; to introduce guest speakers; to give a presentation and an acceptance speech; to increase your acting ability through playing a role in a mock murder trial.
Be one who says yes to life and leadership through Speaking with Confidence.
Speaking with Confidence is taught by Hugh Thomson, former day editor of the *Globe and Mail*, successful teacher and writer.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $63.00
January 23 to March 27

Developing an Effective Newsletter/Producing Small Business Publications CES 814

This is a short course in two parts for those who edit, write and produce small publications for companies, service groups, clubs and other organizations. The program is designed for those who are new to the tasks involved, those who are starting new publications, or those who wish to upgrade their present publication. The course is presented on two successive Saturdays.
On the first Saturday the emphasis is on editing and writing. Topics will include setting publication goals, developing stories, interviewing, writing and copy editing. On the following Saturday, the emphasis is on layout and production. Topics will include design principles, picture editing, layout techniques, production methods and dealing with suppliers. Discussion will be encouraged and publications of participants will be used for instruction where possible.

Roger Feather is a communications consultant and writer. He has spent 13 years with the *Toronto Star* and has worked for many years as a consultant both in government and the private sector. He has also headed the Canadian section of The International Association of Business Communicators (IABC) and has served on their international executive board for many years.

Sat. 9:30 a.m. to 4:30 p.m. St. James Campus
12 hours Fee: $50.00
February 16 and 23

Interpersonal Relations for Health Care Workers ELS 813

Prerequisite: Employment in the health care occupations.
This course takes you through sessions on developing skills in planning, delegating, resolving interpersonal conflict and solving problems. In these seminars, typical case studies will be reviewed.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $50.00
January 23 to March 27

Communications for Health Care Workers COMM 800

This course offers opportunity to gain effectiveness in communications skills. Content includes persuasive writing techniques applied to proposals, short reports, and memos; writing staff assessments for personnel files; interview techniques; minutes and conduct of meetings. The course is taught by a leading health care professional.

Mon. 6 to 9 p.m. St. James Campus
18 hours Fee: $40.00
January 21 to February 25

Creative Writing

Writing for Clarity and Impact ELS 901

Course Content: This is a course designed for the student who wishes to write clearly and precisely in any situation — business, social, academic, political, journalistic. Topics include: sentence and paragraph structure, economy of syntax, figures of speech, formal and informal styles, organizing the subject, identifying the goal of communication. This is a nuts and bolts course in which language usage and style are examined critically. Students are required to write and review their work.
This course is taught by Susan Swan, author of *The Biggest Modern Woman of the World.*

Wed. 6 to 9 p.m. St. James Campus
36 hours Fee: $48.00
January 23 to April 10

Writing for Fun and Profit ENG 919

Today, with magazines laying off staff writers to cut costs, editors are seeking, as never before, contributions from freelance writers.
So why not try writing feature articles or interview stories? Why not submit fillers; lyric poetry, light verse or travel articles? Or stories for children as well as stories for adults? Or humorous features or opinion pieces on lively current issues?
This course is for those eager to give freelance magazine writing a solid educated try under the guidance of a professional writer and former editor of the *Globe and Mail*. If you have no intentions of breaking into magazine writing, this course will give professional polish to your business and private writing; to those memoirs of yours, and to that book which has been rattling about in your creative consciousness, trying to get out.

Thurs. 7 to 10 p.m. St. James Campus
36 hours Fee: $58.00
January 17 to April 4

Poetry Writing ELS 902

Course Content: This course examines the craft of poetry and the art of clear self-expression.
Students review Canadian poetry and other forms of modern writing in an exploration of nuance and connotation, and development of style. Excellent writing flows from clear self-expression and students are encouraged to write and read from their work to develop a sense of the shape and weight of words and to stress the importance of expressing thoughts in clear and concrete images.
Instructor: Christopher Dewdney is the author of six published volumes.

Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $60.00
January 28 to April 1

Romance Writers' Workshop ELS 812

Prerequisite: Ability to write creatively.
Every month, more than 140 romance novels hit the stands. Publishers are eager to find reliable new talent to meet their publishing requirements. Despite the opportunities for romance writers, rejects are high because aspiring writers are unaware of what the publishers want. Let Clare Gerus, editor of Harlequin books, help you to break into the romance fiction market. She helps you to understand the market and to identify your style and gets you started on your next romance.

Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $65.00
January 22 to March 26

Diploma and Certificate Programs

The Community Services Division at George Brown offers many diplomas and certificates on a part-time basis:

- Addiction Counsellor Diploma
- Child Care Worker Diploma
- Early ChildhoodEducation Diploma
- Activation Co-ordinator Diploma
- Community Worker Diploma
- Early Childhood Education Resource Teacher Post-Diploma Certificate
- Human Services Management Post-Diploma Certificate
- Post-Diploma Program: Family Work
- Foster Parent Certificate
- Health Care Aide Certificate
- Educational Assistant Certificate

Program details follow.

Note: Courses leading to Diploma and Certificate programs are not available on a single course basis. Applicants apply for full programs only.

Addiction Counsellor Diploma

This program is offered on a part-time basis to men and women who are unable to attend full-time. Preference is given to students who are already employed in the field of addictions or related areas.
Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto M5T 2T9, or call Donna Humphries, 967-1212, ext. 4220.
An admission interview is required; details of registration will be made available to those accepted in the program. Preference is given to students taking full requirements for the Diploma in the available format each year. That is, taking four courses each term excluding field practice.
The requirements for the diploma must be completed within five years.
Courses on Wednesday are offered between 2 and 8:30 p.m.
The following courses must be completed in order to obtain the Diploma:
AD 100X — Field Practice
AD101X — Human Growth and Behaviour I
AD102X — Group Process I
AD103X — Social Services, Problems and Issues
AD105X — Basic Studies in Addictions
AD106X — Theory, Methods and Practice of Counselling I
AD107X — Counselling Practice Laboratory
AD200X — Field Practice
AD201X — Human Growth and Behaviour II
AD202X — Group Process II
AD206X — Theory, Methods and Practice of Counselling II
AD208X — Ethics, Values and Professionalism
AD209X — Research and Independent Studies
AD211X — Community Practice
AD212X — Field Work Seminar
PHYS104X — Pharmacology and Physiology
SOC107X — Sociology
SOC207X — Sociology of the Family

Field Practice AD 100X

Field practice is an integral part of the program in affording students supervised counselling experience in a variety of settings. The equivalent of 400 hours is required, supervision by agency staff, liaison and coordination by college staff. Field experience is considered an essential concomitant to the behavioural sciences.
Note: Registration for this course requires the approval of the program co-ordinator.

Mon. to Fri.
400 hours Fee: $25.00

Human Growth & Behaviour AD 101X

A sequential view of the process of human growth and personality development as a means to develop some understanding of the physical, sociocultural and emotional aspects of development throughout the life span and the tasks of each life stage.

Starts September /85

Group Process I AD 102X

A combination of structured activities and unstructured group experiences encourage growth in self-awareness, communication and effective interpersonal relating skills. Empathy, confrontation, acceptance, active listening, congruence and group awareness are emphasized.

Starts September/85

Social Services, Problems & Issues AD 103X

The course examines the development and adaptation of institutions in response to community needs and pressures and levels of responsibility; federal, provincial, municipal and private. The development of agencies providing education, health, welfare and other forms of service and philosophies concerning the role of law in controlling alcohol and drug use, and the relevant legislation are studied.

Starts September/85

Basic Studies in Addictions AD 105X

The various and conflicting definitions of alcoholism are examined. A historical review looks at both cultural and legislative responses to chemical abuse, prevention and problem definition. Included is an overview of religious, medicinal and recreational use of chemicals.

Starts September/85

Theory, Methods and Practice of Counselling AD 106X

The basic concepts of counselling are introduced followed by an examination of twelve different treatment theories including Rogers, Perls, Ellis, Berne, Glasser and Freud. Various techniques used in practice in individual, family and small group treatment will be demonstrated. Skills in assessment, planning, contracting and evaluation are emphasized through role playing and case presentation.

Starts September/85

Counselling Practice Laboratory AD 107X

Practical skills in assessment planning and evaluating are developed through role playing and case presentations. Audio tapes and video tapes will be used to supplement live interviews for demonstration and critique.

Wed. 2 to 3:30 p.m. Nightingale Campus
21 hours Fee: $21.00
January 9 to April 10

Field Practice AD 200X

A more intensive and extensive (equivalent of 600 hours) experience in the field in a different setting or different role than that used in AD 100. More opportunity for integrating theory and classroom knowledge, skill development and carrying normal agency responsibility is provided.
Learning goals are clearly set and evaluated in cooperation with the agency supervisor and college staff.
Note: Registration for this course requires the approval of the program co-ordinator.

Mon. to Fri.
600 hours Fee: $25.00

Human Growth and Behaviour II AD 201X

Prerequisite: AD 101X — Human Growth and Behaviour I.
An extension of AD 101X with a review of personality theory as well as an examination of abnormal development and the implications for assessment and treatment planning. More time is spent on those disorders more frequently associated with the chemical abuser.

Starts September/85

Group Process II AD 202X

Prerequisite: AD 102X — Group Process I.
A further experience of group interaction with an opportunity to explore group leadership skills.

Starts September/85

Theory, Methods & Practice of Counselling II AD 206X

Prerequisite: Theory, Methods and Practice of Counselling I.
Case presentations are used to further develop an understanding of the counsellor role and the choice of counselling activities through the beginning, middle and ending phases of treatment. Resistance, plateaus, recontracting, prognosis and evaluation are included.

Starts September/85

Ethics, Values and Professionalism AD 208X

This subject provides an opportunity for the student to become aware of the values and value conflicts involved in being a counsellor and how these values relate to professional practice.

Thurs. 5:30 to 7 p.m. Nightingale Campus
21 hours Fee: $21.00
January 10 to April 11

Research and Independent Studies AD 209X

Course Content: This course provides a study of research models and their applications and the critical appraisal of research results. Students conduct a study in a related area of special interest to them.

Starts September/85

Community Practice AD 211X

Prerequisite: AD 103X — Social Services, Problems and Issues.
The purpose of this subject is to expand students' understanding of care beyond the individual client or client group. Means of finding common points on intervention for prevention, early detection and education are explored. Students explore the potential for staff to become agents for change within and between agencies and examine the means of affecting these changes through program review and development. Increase of service through use of volunteers, para-professionals and ex-clients moving towards neighbourhood support is also considered.

Starts September/85

Field Work Seminar AD 212X

The seminar provides for the third year part-time student an opportunity to integrate the academic and practice through sharing experiences, demonstration of treatment modalities unique to the agency, role playing to break blocks in relationships and other experiential exercises. The opportunity for consolidation of the three years is important.

Starts September/85

Pharmacology and Physiology PHYS 104X

Within this combined offering, the student is helped to understand the way in which common chemicals of abuse such as alcohol, heroin, amphetamines and barbiturates are ingested by the body, the parts of the body affected and the physical and emotional behaviours induced.

Wed. 3:30 to 5 p.m. Nightingale Campus
21 hours Fee: $21.00
January 9 to April 10

Sociology I SOC 107X

Course Content: A survey of the field of sociology covers culture and society, institutions, organizations, ecology and population, disorganization and deviant behaviour, ethnic communities and other aspects of group living.

Starts September/85

Sociology SOC 207X

Course Content: The concepts of sociology are employed to look at family functions of courtship, marriage, single parent and separation across cultural differences. Also, the sociological examination of the impact of chemical abuse on family and community is highlighted.

Thurs. 2 to 3:30 p.m. Nightingale Campus
21 hours Fee: $21.00
January 10 to April 11

Child Care Worker Diploma

This program is offered on a part-time basis to men and women who are unable to attend full-time and are working full-time with emotionally disturbed children or troubled adolescents.
An admission interview is required; details of registration will be made available to those accepted into the program.
Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto M5T 2T9. Telephone 967-1212, Donna Humphries.
The requirements for the diploma must be completed within five years.
Courses are offered on Wednesday between 3 and 9:30 p.m.
The following courses must be completed in order to obtain the Diploma:
CHI160X — Field Practice
CHI161X — Human Growth and Development
CHI164X — Caring for the Disturbed Child
CHI101X — Therapeutic Activities
CHI172X — Group Process
CHI100X — Interviewing and Counselling
CHI260X — Field Practice
CHI261X — Childhood Psychopathology
CHI262X — Caring for the Disturbed Child
CHI268X — Treatment Philosophies
CHI278X — Organizational Development
CHI272X — Working with Families
CHI279X — Values, Ethics and Professionalism
CHI275X — Adolescence
CHI276X — Adolescence Role and Identity
CHI277X — Integration of Theory and Practice
PSY169X — Introductory Psychology
SOC171X — Introductory Sociology

Field Practice CHI 160X

Field Practice is an integral part of the program in affording the students supervised clinical experiences in a variety of settings. Field placements are arranged on an individual basis with the program co-ordinator.

Mon. to Fri.
600 hours Fee: $25.00

Human Growth and Development CHI 161X

The normal growth of the child is followed from birth to adolescence, including physical, emotional and intellectual development. The emphasis is on the first six years of the child's life and emotional growth during this time.

Starts September/85

Caring for the Disturbed Child I CHI 164X

The purpose of this class is to arrive at a treatment philosophy. Class discussions are based on students' observations from field placement. Emphasis is placed in areas of basic care and understanding the behaviour of children and staff.

Starts Septemoer/85

Therapeutic Activities CHI 101X

Students are actively involved in demonstrations and seminars and gain competence in programming. Emphasis is placed on the age appropriateness and the therapeutic value of activities.

Starts September/85

Group Process CHI 172X

This course is designed to provide learning at the theoretical and experiential level which will result in improving the student's understanding of group process as well as furthering the ability to work in groups as facilitators.

Starts September/85

Interviewing and Counselling CHI 100X

Students study the theoretical approaches to interviewing and counselling and are required to demonstrate specific interviewing and counselling skills.

Starts September/85

Field Practice CHI 260X

This will be in a different setting from CHI 160 and expectations of the students' performance will be that of a graduate Child Care Worker.

Mon. to Fri.
660 hours Fee: $25.00

Childhood Psychopathology CHI 261X

Prerequisite: CHI 161X — Human Growth and Development.
This course includes a comparison of normal and abnormal development according to the personality theories of Freud and Erikson, descriptions and functions of defences and examinations of specific categories of disturbance (autistic, schizophrenia, etc.).

Starts September/85

Caring for the Disturbed Child CHI 262X

Prerequisite: CHI 164X — Caring for the Disturbed Child I.
A continuation of CHI 164X, emphasizing the development of individual treatment plans for disturbed children.

Starts September/85

Treatment Philosophies CHI 268X

This course is an introduction to therapeutic approaches in child psychiatry and the mental health field today. Major theories underlying the chosen methods of treatment will be examined.

Starts September/85

Organizational Development CHI 278X

In this course the students will develop the skills to: a) understand and practice effective interaction with people within the formal structure of an organization; b) understand and practice effective interaction with people and organizations within a community context.

Starts September/85

Working with Families CHI 272X

This course has been designed to facilitate Child Care Worker students in examining the theory and dynamics involved in working with the families of emotionally disturbed children or adolescents.

Wed. 4:30 to 6 p.m. Nightingale Campus
21 hours Fee: $21.00
January 9 to April 10

Values, Ethics and Professionalism CHI 279X

This course is designed to assist students in the examination of societal and personal values, the conflicts that arise and their effect on the professional practice of the individual and group.

Starts September/85

Adolescence CHI 275X

This course has been designed in response to the increasing number of adolescents receiving mental health services. The focus is on the physiological, psychological and sociological aspects in the stages of growth from puberty to adulthood.

Starts September/85

Adolescence Role and Identity CHI 276X

This course examines the learners' attitudes, beliefs and values as they relate to sexual anatomy, birth control, psychosexual development, venereal diseases, homosexuality, sexual assaults and laws pertaining to the areas of human sexuality.
An explanation of these areas will enhance the students' ability to deal more effectively with adolescents who are experiencing role and identity confusion.

Wed. 8 to 9:30 p.m. Nightingale Campus
21 hours Fee: $21.00
January 9 to April 10

Integration of Theory and Practice CHI 277X

This course is designed to enable the student to identify a child's problem utilizing various theoretical models with an ecological framework at the following levels: individual, family, group, organization and community. After identification of these levels the student is expected to develop an intervention strategy to specific problems.

Wed. 6 to 8:30 p.m. Nightingale Campus
21 hours Fee: $21.00
January 9 to April 10

Introductory Psychology PSY 169X

Readings and lectures explore some of the findings and developments in the areas of scientific method, perception, learning, motivation, emotion, personality and social psychology.

Starts September/85

WOMEN SKILLS UPDATE

The YWCA of Metropolitan Toronto, in cooperation with George Brown College and Canada Employment, is offering a free, non-credit program for working women to update their skills in computer awareness, mathematics and career planning.

This program is designed for women who face technological change in their workplace.

EVENING PROGRAM
6:30 - 9:30 p.m.,
Tuesday and Thursdays

COURSE STARTS:
December/March/June/September

ENTRY REQUIREMENTS
Grade 12 or equivalent

For more information call the YWCA at:

961-8100

Introductory Sociology SOC 171X

This course examines the basic concepts in sociology which are then used in analyzing various aspects of Canadian Society, i.e. intergroup relations, rural and urban communities, social classes and social institutions.

Wed. 6:30 to 8 p.m. Nightingale Campus
21 hours Fee: $21.00
January 9 to April 10

Early Childhood Education Diploma

This program is offered on a part-time basis to men and women who are unable to attend full-time.
An admission interview is required; details of registration will be made available to those accepted into the program.
Applications and information regarding this program may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto M5T 2T9. Telephone 967-1212, Donna Humphries.
The requirements for the diploma must be completed within five years.
Courses are offered on Tuesday and Thursday evenings.
The following courses must be completed in order to obtain the Diploma.
ECE100X — Infant and Child Development
ECE101X — Health and Nutrition
ECE103X — Interpersonal Communications
ECE104X — Principles of Day Care I
ECE105X — Art Education
ECE113X — Field Practice
ECE114X — Field Practice
ECE116X — Storytelling and Literature
ECE117X — Music
ECE118X — Parent Education I
ECE200X — Human Growth and Development
ECE201X — Children with Special Needs
ECE202X — Curriculum Development
ECE203X — Planning, Management and Legislation
ECE204X — History and Philosophy
ECE206X — Family Dynamics
ECE207X — Parent Education II
ECE208X — Professional Development
ECE212X — Field Practice
ECE213X — Field Practice
ECE215X — Movement and Drama
ECE216X — Science Experience
ECE217X — Principles of Day Care II
ENG114X — Language and Communications
SOC106X — Introductory Sociology
PSY107X — Introductory Psychology

Infant and Child Development ECE 100X

This course is an overview of human growth and development from birth to five years with a particular focus on the 0-two years age group. Social, emotional, physical and cognitive development will be explored as independent and interrelated processes affected by both heredity and environment.

Starts September/85

Health & Nutrition ECE 101X

The students will learn the principles of health and hygiene and relate this to infants and children in group settings. Topics explored include childhood diseases, health problems, nutrition and physical care.

Starts September/85

Interpersonal Communications ECE 103X

The purpose of this course is to examine principles and concepts of interpersonal communication and to develop skills in facilitating the interpersonal communication process.

Tues. 6:30 to 9:30 p.m. Nightingale Campus
28 hours Fee: $28.00
January 10 to April 11

Principles of Day Care I ECE 104X

Principles of Day Care I emphasizes the study of settings and programs that can be used effectively with babies and children in early childhood centres. The aims and objectives of "good" day care for infants, toddlers and pre-school children are also examined.

Tues. 6:30 to 9:30 p.m. Nightingale Campus
28 hours Fee: $28.00
January 8 to April 9

Art Education ECE 105X

This course explores the creative process through workshops and seminars. Students examine a variety of art material and how it can be used with young children and the implications in the modes of learning and self-expression of the growing child.

Starts September/85

Field Practice ECE 113X

Course Content: Field practice is an integral part of the program. Individual supervision and evaluation is given in selected day care settings to provide an opportunity for the student to observe and to practice with infants and children. Field practice is arranged on an individual basis with the program co-ordinator.

Mon. to Fri.
160 hours Fee: $25.00

Field Practice ECE 114X

Prerequisite: ECE 113X — Field Practice.
Course Content: Field practice is an integral part of the program. Individual supervision and evaluation is given in selected day care settings to provide an opportunity for the student to observe and to practice with infants and children. Field practice is arranged on an individual basis with the program co-ordinator.

Mon. to Fri.
160 hours Fee: $25.00

Storytelling and Literature ECE 116X

Children's literature, prose and poetry as written for and by the young child will be explored. The key aspects related to developing a literature program in an educational setting will be investigated. These will include methods of evaluating literature, the art of storytelling and establishing pre-reading skills.

Tues. 6:30 to 8:30 p.m. Nightingale Campus
14 hours Fee: $14.00
April 30 to June 11

Music ECE 117X

Students gain the skills to plan and carry out music programs for children by applying the techniques of guiding young children in musical experiences and the knowledge of music resources.

Thurs. 6:30 to 8:30 p.m. Nightingale Campus
14 hours Fee: $14.00
May 2 to June 13

Parent Education I ECE 118X

Parent Education I is designed to give the student a theoretical background in current parenting methods as well as how to work comfortably, effectively and professionally with parents of individual children in an early childhood setting.

Tues. 6:30 to 8:30 p.m. Nightingale Campus
28 hours Fee: $28.00
January 8 to April 9

Human Growth and Development ECE 200X

Prerequisite: ECE 100X — Infant and Child Development.
The behaviour and development of the child from age three through adolescence is studied. A variety of theories will be examined for their contribution to the understanding of human growth and development.

Tues. 6:30 to 8:30 p.m. Nightingale Campus
42 hours Fee: $42.00
January 8 to April 9

Children with Special Needs ECE 201X

This course looks at the genetic and environmental factors that contribute to specific problems in child growth and development, to meet the special needs of the children.

Starts September/85

Curriculum Development ECE 202X

This course integrates a theoretical framework for examining the learning process with a developmental interest, such as science, drama, etc.

Starts September/85

Planning, Management and Legislation ECE 203X

A study of the resources and skills needed in setting up and managing a day care centre, starting with legal requirements, initial stages of planning and developing programs and progressing to final stages of financing, accounting and managing a day care operation.

Tues. 6:30 to 8:30 p.m. Nightingale Campus
42 hours Fee: $42.00
January 8 to April 9

History and Philosophy of Early Childhood Education ECE 204X

This course reviews the significant innovations in the field of early childhood and investigates current models for the care and education of young children.

Starts September/85

Family Dynamics ECE 206X

This course has been designed to facilitate the student in examining the theory and dynamics involved in understanding working with families. The course of study will be directed towards understanding family dynamics, which will include purposes, tasks, roles, relationships, communications patterns, disciplining and problem solving.

Thurs. 6:30 to 8:30 p.m. Nightingale Campus
28 hours Fee: $28.00
January 10 to April 11

Parent Education II ECE 207X

Prerequisite: Successfully completing ECE 118X — Parent Education I.
This parent education and interviewing course includes further study in methods of parenting, working with parents both singly and in group in an early childhood setting.

Starts September/85

Professional Development ECE 208X

This course is designed to meet two major objectives: exploring and examining the notion of "Professionalism" and facilitating the transition from student to employee.

Thurs. 6:30 to 8:30 p.m. Nightingale Campus
28 hours Fee: $28.00
January 10 to April 11

Field Practice ECE 212X

Prerequisite: ECE 113X — Field Practice and ECE 114X — Field Practice.
Course Content: Field practice is an integral part of the program. Individual supervision and evaluation is given in selected day care settings to provide an opportunity for the student to observe and to practice with infants and children.

Mon. to Fri.
160 hours Fee: $25.00

Field Practice ECE 213X

Field practice is an integral part of the program. Individual supervision and evaluation is given in selected day care settings to provide an opportunity for the student to observe and to practice with infants and children. Field practice is arranged on an individual basis with the program co-ordinator.

Mon. to Fri.
160 hours Fee: $25.00

Movement and Drama ECE 215X

Students are involved in movement and drama experiences. The skills developed are related to program planning for pre-school children.

Thurs. 6:30 to 8:30 p.m. Nightingale Campus
14 hours Fee: $14.00
May 2 to June 13

Science Experience ECE 216X

Students identify scientific concepts inherent in normal routine programs for pre-schoolers and then are required to plan programs which include age-related science experiences.

Thurs. 6:30 t 8:30 p.m. Nightingale Campus
14 hours Fee: $14.00
May 2 to June 13

Principles of Day Care II ECE 217X

Prerequisite: Successfully completing ECE 104X — Principles of Day Care I.
Principles of Day Care II is a continuation of studying program in Early Childhood settings with emphasis on studying guidance techniques that are currently used in Early Childhood Education.

Starts September/85

Language and Communications ENG 114X

Students gain practice in writing and oral communication skills with emphasis being placed on the recording of observed behaviour of children.

Tues. and Thurs. 6:30 to 8:30 p.m.
Nightingale Campus
28 hours Fee: $28.00
April 30 to June 13

Introductory Sociology SOC 106X

The basic concepts of sociology will be examined in the context of Canadian society. The significance of these concepts — intergroup relations, class structure, culture and institutions — will be related to the care of children in day care settings.

Starts September/85

Introductory Psychology PSY 107X

This course will explore the various branches of psychology to provide the student with a basic understanding of human behaviour and how it applies to children in day centres.

Thurs. 6:30 to 8:30 p.m. Nightingale Campus
28 hours Fee: $28.00
January 10 to April 11

Activation Coordinator Diploma

This part-time program is designed to provide training for persons employed or seeking to become employed in activity programming in either institutions or community settings providing services for the elderly and/or handicapped persons.
The course content will provide students with the knowledge and skills specific to the needs of the increasing number of people in the period of later life or the disabled.
An admission interview is required; details of registration will be made available to those accepted into the program.
Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto M5T 2T9. Telephone 967-1212, M. Gaffney ext. 4242.
Courses are offered Monday, Tuesday and Thursday between 3 and 9 p.m.

The following courses must be completed in order to obtain the Diploma:
ACT100X — Growth and Development
ACT104X — Activity Planning
ENG128X — Communications I
ACT105X — Use of Crafts and Hobbies I
SOC172X — Introductory Sociology
ACT107X — Group Process
ACT102X — Working with the Handicapped
ACT103X — Ambulation and Exercise
FLDP101X — Field Practice
FLDW101X — Field Work Seminar
ACT215X — Community Resources
ACT106X — Normalization and Remotivation
PSY114X — Psychosocial Needs
GERI100X — Geriatric Impairments
PSY205X — Psycho-Geriatrics
PDE200X — Program Development and Evaluation
FLDP102X — Field Practice
FLDW102X — Field Work Seminar
ACT209X — Special Purpose Groups
ENG223X — Group Process.
ACT208X — Assessment Skills
BUS210X — Organization and Management Skills
CS200X — Coordination Skills
FLDP203X — Field Practice
FLDW203X — Field Work Seminar

Growth and Development ACT 100X

An examination of normal physiological growth and development throughout the life cycle will be followed by an examination of the biological changes that occur in aging.

Thurs. 6 to 7:30 p.m. Nightingale Campus
30 hours Fee: $30.00
January 10 to May 24

Activity Planning ACT 104X

The goals, resources, assessment and implementation skills required in the conducting of effective activities are studied in the context of appropriate activities. Topics included: goal setting for individual clients, assessment of both human (residents, staff volunteers, families and other agencies) and material (funds, equipment, improvisations of equipment and materials) resources, audio-visual skills and program assessment. Programs examined include such activities as outings, games, parties, dances, bazaars, dinners, exercise, and recreation. Methods for promoting community integration are considered.

Starts September/85

Communications I ENG 128X

Students consider the role of the Activity Director within the health care system. They practice the communication techniques required to function in an effective manner within the role.
The course content includes letters, reports, proposal and brochure writing as well as poster design. Instruction and practice in verbal and non-verbal communication, role play and public speaking as related to the role of the Activity Director receives major emphasis.

Starts September/85

Use of Crafts and Hobbies I ACT 105X

Students practise a variety of crafts and hobby skills such as sewing, needlework, and jewellery making, appropriate to the mental and physical capacity of the elderly and/or handicapped.

Tues. 3 to 4:30 p.m. Nightingale Campus
25.5 hours Fee: $25.50
January 8 to May 2

Introductory Sociology SOC 172X

This course examines the basic concepts in sociology which are then used in analyzing various aspects of Canadian Society, i.e. intergroup relations, rural and urban communities, social classes and social institutions.

Tues. 3 to 4:30 p.m. Nightingale Campus
25.5 hours Fee: $25.50
January 8 to April 30

Life skills coach training for professionals

This course provides training in the techniques of coaching a Life Skills group. The participants will be assisted in adapting the coaching techniques to the needs of their particular populations.

(Life skills is a structural group approach assisting people to acquire problem-solving skills in order for them to function more effectively in their daily living.)

Thurs. 6 to 10 p.m. Nightingale Campus
4 Weekends (Dates to be announced)
128 hours
Fee: $300.00

Admission Requirements:
1) Prior group experience and knowledge of group dynamics.
2) Ability to make the required time commitment.
3) Pre-interview with instructors.

For more information about this program, contact Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9.
Telephone: 967-1212, ext. 4220.
February 7 to April 25

Group Process ACT 107X

This course is designed to provide learning the theoretical and experiential level which will improve the students' understanding of group process as well as furthering the ability to work in groups as a facilitator. The specific focus will be in gerontology.

Starts September/85

Working with the Handicapped ACT 102X

Skills that are necessary for working with the handicapped are studied and practiced. Safety, transfers, care during excursions, emergency first aid, communication with the communication impaired and reality oriented approaches form the basis of the course.

Tues. 6:30 to 8 p.m. Nightingale Campus
25.5 hours Fee: $25.50
January 8 to April 30

Ambulation and Exercise ACT 103X

Through demonstration and practice students will gain the skills necessary to promote and maintain fitness amongst both the well and the impaired elderly and handicapped. Specific topics will include fitness, exercises for gross motor/fine motor, perceptual and locomotor skills, adaptations for specific handicaps and the use of such ambulation aids as wheelchairs walkers, canes and crutches. The rationale for working under professional direction will be integrated through the course.

Tues. 8 to 9:30 p.m. Nightingale Campus
25.5 hours Fee: $25.50
January 8 to April 30

Field Practice I FLDP 101X

Supervised field work is an integral part of the program. Job skills will be developed through placement in a variety of programs and facilities. Students will be required to gain experience in both institutional and community agencies.
A prerequisite for Field Practice II.
Must be taken concurrently with Semester 2 courses but may be extended beyond that period.

Mon. to Fri.
300 hours Fee: $20.00

Field Work Seminar I FLDW 101X

Staff advisors meet with their students in Field Practice to discuss common concerns and explore issues raised in Field Placements. To be taken concurrently with Field Practice I.

Tues. 2 to 3 p.m.
30 hours Fee: $30.00
January 8 to May 2

Community Resources ACT 215X

Community Resources of potential assistance to the Activity Director working with the aged and/or handicapped and the means of effective use will be presented. The course will include relevant legislation, government services, health services, educational resources, community agencies, volunteers, other professions.

Starts September/85

Normalization and Remotivation ACT 106X

The theory of normalization and remotivation will provide a background for the development of the related practical skills. Emphasis will be placed on the use of the environment, skills to promote interest in personal interaction, aids to daily living, adaptive devices, continuing training and reality orientation.

Thurs. 8 to 9:30 p.m. Nightingale Campus
25.5 hours Fee: $25.50
January 10 to May 2

Psychosocial Needs PSY 114X

This course will deal with social and emotional needs, especially as they relate to the aged and the handicapped. Topics will include societal attitudes to the aged and the handicapped, losses and adjustments of aging, retirement, and a comparison of life in the community with life in an institution.

Starts September/85

Geriatric Impairments GERI 100X

In this course students will learn about those physical disorders commonly suffered by the handicapped and the elderly and their effect on the individual's ability to function. Conditions that will be studied are: cardiovascular disease, diabetes, Parkinson's disease, cerebral palsy, organic brain syndrome, cancer, respiratory disorders, vision, hearing and speech losses, fractures, arthritis and multiple sclerosis.

Starts September/85

Psycho-Geriatrics PSY 205X

In this course students will learn about behaviour disturbances and dependencies with emphasis on those most commonly found amongst the elderly. Topics to be covered will include chronic mental health problems with emphasis being placed on behaviours such as depression anxiety, alcoholism and withdrawal. Aspects of dealing with death and dying will also be included.

Thurs. 4:30 to 6 p.m. Nightingale Campus
25.5 hours Fee: $25.50
January 10 to May 2

Program Development and Evaluation PDE 200X

Through a study of survey techniques, program design and program assessment the student will gain competence in the development and implementation of meaningful programs.

Starts September/85

Field Practice II FLDP 102X

A prerequisite for Field Practice III.
Must be taken concurrently with Semester 4 courses but may be extended beyond that period. See Field Practice I for description.

Mon. to Fri.
300 hours Fee: $20.00

Field Work Seminar II FLDW 102X

Staff advisors meet with their students in field practice to discuss common concerns and explore issues raised in field placements.
To be taken concurrently with Field Practice II.

Starts September/85

Special Purpose Groups ACT 209X

In this advanced level course, students explore in depth the organization, function and potential of special purpose groups. A wide variety of group possibilities such as residents' councils, clubs for music, drama, or art, reality orientation groups and volunteer groups are considered.

Starts September/85

Group Process ENG 223X

This course provides theoretical and experiential understanding of group process and will improve the student's ability to work in groups as a facilitator.

Starts September/85

Assessment Skills ACT 208X

Incorporates the skills of assessment of individual physical, social and emotional needs and interests followed by methods of adapting the environment, activities of daily living and program placement to meet individual needs. These skills can be practised as a team member under professional supervision.

Thurs. 5 to 7 p.m. Nightingale Campus
30 hours Fee: $30.00
January 10 to May 2

Organizational and Management Skills BUS 210X

Students will gain the organizational and management skills essential to the operation of an efficient program department. Topics will include budgeting, supervision techniques, report, agenda, minutes and proposal writing as well as conducting meetings.

Thurs. 3 to 5 p.m. Nightingale Campus
30 hours Fee: $30.00
January 10 to May 2

Coordinating Skills CS 200X

Through theory and practice students will acquire the coordinating skills that are helpful in utilizing resources and working with residents, other staff, volunteers and agencies. Topics will include: teaching techniques, resources utilization (audio-visual, educational and social), the recruitment training and direction of volunteers, supervision of field placement and agency liaison.

Thurs. 7 to 9 p.m. Nightingale Campus
30 hours Fee: $30.00
January 10 to May 2

Field Practice FLDP 203X

See FLDP 900 for description.

Mon. to Fri.
300 hours Fee: $20.00

Field Work Seminar III FLDW 203X

Staff advisors meet with their students in field practice to discuss common concerns and explore issues raised in field placements.
To be taken concurrently with Field Practice III.

Starts September/85

Community Worker Diploma

The Community Worker program enables people with experience in community work or other community involvement to enhance and develop their knowledge and skills. It has been developed in consultation with experienced community workers representing grass-roots community groups and public and private agencies.
The program consists of classroom instruction and field work practice. Emphasis is placed on developing greater understanding and insight based on life experience and on learning by sharing ideas and experiences. Each student is expected to be mature and self-directing and assume the major responsibility for his/her own learning. The Community Worker is a generalist who works primarily in a resource capacity with groups and individuals at the grass-roots and small institutions level.
For further information on the Community Worker Diploma program, please call Bill Vine, 967-1212, ext. 4250.

Field Work I CW 100X

Course Content: In this practicum course a catalytic approach is utilised enlisting citizen participation and encouraging citizen leadership to mobilize identified resources around issues of concern to communities.
Note: Registration for this course requires the approval of the program coordinator.

Mon. to Fri.
200 hours Fee: $25.00

Community Services and Resources CW 102X

Course Content: This course aims at acquainting students with systems of existing services and analyzing methods of modification for enabling agencies to become more relevant to community needs.

Starts September/85

Group Process I CW 105X

Course Content: A combination of a structured activities and unstructured group experiences encourage growth in self-awareness, communications, effective interpersonal relating skills and group dynamics. Empathy, confrontation, acceptance, active listening and congruence are emphasized.

Starts September/85

Human Growth and Behaviour I CW 109X

Course Content: This course provides an age/stage survey of human development from conception through adulthood to death. The physical, cognitive, emotional and social characteristics of each stage are studied to illustrate basic concepts and theories of personality development.

Nightingale Campus
21 hours Fee: $21.00
Date: To be determined in 1986

Human Growth and Behaviour II CW 110X

Course Content: This course examines the current labelling of abnormal human behaviour and explores in detail those categories most likely to be confronted by the community worker.

Nightingale Campus
21 hours Fee: $21.00
Fall 1986

Communication and Understanding Media CW 111X

Course Content: An examination of effective oral and written communication with specific focus on relationships with newspapers and television in developing a "good press." Included are layout of flyers, newsletters, press releases, etc.

Mon. 7 to 8:30 p.m. Nightingale Campus
21 hours Fee: $21.00
January 7 to April 8

Community Work Theory and Practice I CW 112X

Course Content: Systems theory is used as a basic framework for exploring several methods of community work practice. Specific basic skills are introduced and developed including how to run meetings, do agendas, establish organizations, develop structures through analyzing, organizing, planning and evaluating.

Starts September/85

Political Science I CW 113X

Course Content: A study of political processes in the community as they affect the role and tasks of the community worker or community organizer. The emphasis is on the federal and provincial levels. The major divisions in society are identified and their consequences on the political system are analysed.

Starts September/85

Business Administration CW 114X

Course Content: An introduction to office management, bookkeeping and personnel practices. Proposal writing and grant applications are examined as well.

Starts September/85

Field Work II CW 200X

Course Content: A more intensive and extensive experience in the field involving more complex and independent tasks in organizing. More opportunity for integrating theory and class room knowledge, skill development and carrying normal agency responsibility is provided. Learning goals are clearly set and evaluated in cooperation with agency supervision and college liaison.
Note: Registration for this course requires the approval of the program coordinator.

Mon. to Fri.
300 hours Fee: $25.00

Field Work Seminar CW 201X

Course Content: This course will integrate the skills learned in group process and community work theory and practice. The student will develop skills in evaluating his/her own practice using feedback and support of the group.

Tues. Nightingale Campus
42 hours Fee: $42.00
September 1986

Group Process II CW 205X

Course Content: The overall concept of this course is to demonstrate group development from an analysis and demonstration of the dynamics and potential of the small group through an exploration of leadership and facilitator roles to achieve goal setting and action. Included are skill development exercises and creative problem-solving.

Starts September/85

Community Legal Studies CW 210X

Course Content: This course explores the legislative structure permitting community legal services, the knowledge base needed, skills required and matching attitudes. It will examine samples of legislation: Tenant, Landlord, Workers' Compensation and Unemployment Insurance.

Tues. 1730-1900 hrs. Nightingale Campus
21 hours Fee: $21.00
Date: To be determined in 1987

Aged in the Community CW 211X

Course Content: Students will learn the specific services for, and needs of, the elderly and develop skills to assist the elderly in maintaining community involvement and greater control of services designed for them.

Tues. 1900-2030 hrs. Nightingale Campus
21 hours Fee: $21.00
Date: To be determined in 1987

Community Work Theory and Practice II CW 212X

Course Content: Case presentations are used to further develop an understanding of the community worker role and the choice of strategy in achieving goals. The student is also sensitized to value and attitude differences as part of the analysis of the community. Beginning, middle and ending phases of community work are identified to maximize community self-management and self-direction.

Tues. 1400-1530 hrs. Nightingale Campus
42 hours Fee: $42.00
Fall of 1986

Political Science II CW 213X

Course Content: A further development in understanding political processes with special focus on the municipal level and the interdependencies on the provincial and federal governments. Needs of specific constituencies like the handicapped will be matched with the political processes and structures.

Starts September/85

Co-Op Management Studies CW 214X

Course Content: Relevant legislation which permits or facilitates cooperatives forms the basis for conceptualizing self-management and self-direction and related skills to achieve healthy cooperatives in housing and other services.

Tues. 1900 to 2030 hrs. Nightingale Campus
21 hours Fee: $21.00
Date: To be determined in 1986

Post-Diploma Certificate in Human Services Management

This program provides managers and supervisors in human services with a better knowledge and appreciation of their roles and responsibilities and prepares non-management staff for career advancement.

The understanding of the management process will be related to working situations. Emphasis will be placed on the acquisition of skills using both experimental and lecture formats.

Entry Requirements:

To be accepted into the program applicants must:

- Have completed a post-secondary diploma-level program in the area of human services (or equivalent).
- Have completed a minimum of two years employment in a human services agency.
- Be in a supervisory or management position or be on staff at an agency and wish to prepare themselves for promotion.

Participants must complete the required course and five of the eight electives in order to obtain the certificate.

Required:

HSE 410 Management Context and Techniques

Electives:

HSE 411 Structure Politics and Dynamics of the Organization
HSE 412 The New Technology
HSE 413 Funding and Fund Raising
HSE 414 Marketing Concepts and Strategies
HSE 415 Personnel Practices
HSE 416 Board, Agency and Community Relations
HSE 417 Planning and Evaluation
HSE 418 Financial Management

Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9 or Donna Humphries, (416) 967-1212, ext. 4220.

Analysis of Service Systems CW 215X

Course Content: Using organizational theory as a framework, health, housing and education services are analyzed. Key values and implications for development and delivery of service are explored.

Mon. 1900-2030 hrs. Nightingale Campus
21 hours Fee: $21.00
January 1986

Sociology SOC 109X

Course Content: This course introduces basic concepts of sociology and applies them to social institutions, communities and small groups. An emphasis is placed on those phenomena most frequently encountered by community workers.

Starts September/85

Post-Diploma Certificate: Early Childhood Education Resource Teacher

This certificate program provides professional early childhood educators with the knowledge and skills necessary to work with children who have special needs. Upon successful completion of this program, graduates will be qualified to become Resource Teachers as defined by the Day Nurseries Act.

Curriculum will focus on integration and programming for both individuals and groups. As a Resource Teacher, you will be able to serve as the primary consultant and support for a special needs child and her/his family and to work with all kinds of special needs children. Graduates will be able to sensitively and appropriately integrate special needs children into mainstream preschool programs and provide specific help in specialized programs.

Admission Requirements:

1. Early Childhood Education diploma or equivalent.
2. Previous experience (minimum 105 hours) with children who are developmentally delayed, as defined by the Day Nurseries Act.

   This experience could have occurred in a supervised field placement during the applicant's Early Childhood Education training, or through volunteer or work experience.
3. One year post-diploma work with children in a group care setting.
4. Orientation session with program co-ordinator.

Completion Requirements:

Year One

ECE 400 Introduction to Resource Teaching
ECE 401 Individual Developmental Planning I
ECE 406 Field Practicum I
ECE 403 Working With Families

Year Two

ECE 402 Individual Developmental Planning II
ECE 407 Field Practicum II
ECE 404 Advocacy in the School and Community
ECE 405 Co-ordinating Resources
ECE 408 Field Practicum III

Introduction to Resource Teaching ECE400

This course will introduce students to the role and function of resource teachers, provide a philosophical bases for integration and normalization, examine the current legislation affecting the care and education of children with special needs, and explore modes of using community resources effectively.

Mon. 6:30 to 9:30 p.m. Nightingale Campus
36 Hours Fee: $36.00
September, 1985

Individual Developmental Planning I ECE 401

This course examines the preparation of individual developmental plans. Students will learn to assess individual children's development levels; utilize assessmnet tools appropriately; develop objective and specific developmental goals; teach goal-directed lessons; integrate the individual child into the group; and evaluate progress.

Mon. 6:30 to 9:30 p.m. Nightingale Campus
36 hours Fee: $36.00
September, 1985

Field Practicum I ECE 406

Pre-requisite: Individual Develpmental Planning I — ECE 401
The student will be helped to integrate theory and practice by working in an integrated setting for 105 hours of supervised field placement. Students will observe and analyse the role of resource teacher and work as a team member with staff to assess, plan, implement and evaluate Individual Develpmental Planning. This course is a pre-requisite for Individual Develpmental Planning II.

105 hours as arranged Fee: $25.00

Working with Families ECE 403

Pre-requisite; Individual Developmental Planning I — ECE 401
This course focuses on work with pre-school children with special needs in the home setting. Students will learn to demonstrate empathy for, and provide support to families; help families accept and understand their own special needs; aid parents in finding and evaluating appropriate treatment and their children's special needs.

Mon. 6:30 to 9:30 p.m. Nightingale Campus
36 hours Fee: $36.00
September, 1985

***For information** please call (416) 967-1212, ext. 4220.*

Foster Parent Certificate

This is a part-time certificate program comprising academic courses and evaluation of fostering competencies.
The program is designed to provide the basic knowledge and skills to enable foster parents to understand and cope with the behaviours of children in their care: withdrawal, acting out, aggression, depression, stealing, bedwetting and truancy.
The emphasis will be placed on the application of child management principles. The courses are not designed to deal with individual problems.
Specific problems relating to individual children should be referred to the employing agency by the foster parent.
The Foster Parent Program consists of four courses, two of which can be taken each year and an evaluation of fostering skills required in the second year.
Applications and information regarding this program may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto M5T 2T9. Telephone 967-1212, Donna Humphries.
This program is only open to those currently employed as foster parents in association with a recognized fostering agency.

The following courses must be completed in order to obtain the certificate.
FPP900 — Human Growth and Development
FPP901 — Child Management I
FPP902 — Child Management II
FPP903 — The Foster Parent and the Community
FPP904 — Evaluation of Fostering Skills

Human Growth & Development FPP 900

In order to be effective as a helping agent in relationships with children the foster parent must appreciate the child's world. Comprehension of Human Growth and Development is the necessary basis from which to understand our interaction with children. The purpose of this course is to explore the growth of personality. The primary focus will be on the developmental stages of childhood and adolescence.

Starts September/85

Child Management I FPP 901

This course explores specific management areas such as separation, setting limits, routines and consistency as well as considering difficult behaviours e.g. lying, stealing, bedwetting, aggression and withdrawal. The material for the course is drawn largely from the experience of the participating foster parents.

Starts September/85

Child Management II FPP 902

Prerequisite: FPP 901 — Child Management I or equivalent.
This course continues the study of behaviour and child management which began in Child Management I. The objectives are similar. The expectation is that students will possess improved insights and be able to proceed by the case study method. Case studies and other material for this course will be prepared in cooperation with fostering agencies.

Thurs. 8 to 10 p.m. Nightingale Campus
20 hours Fee: $20.00
January 17 to March 21

Foster Parent and the Community FPP 903

This course explores the role of the foster parent as it relates to the child, natural family, employing agency and to other community services.

Starts September/85

Evaluation of Fostering Skills FPP 904

An evaluation of each student's fostering skills will be required in the second year of the program. Evaluation forms will be provided by the program coordinator.
Note: Registration for this course requires the approval of the coordinator.

Mon. to Fri.
500 hours Fee: $15.00

How to reach us:
967-1212
All departments are connected to this central number. For general information, ask for Information Services.

Health Care Aide Certificate

This program provides a basic training for those who wish to work with patients in long-term or chronic care facilities. Under the supervision of a registered nurse, the health care aide provides personal care for the comfort and safety of residents and is involved in the process of creating a climate to promote the optimal physical, social and emotional well-being of each resident.
The Health Care Aide Program was developed by and is recognized by the Ministry of Health, Ministry of Education and the Ministry of Community and Social Services.

Admission Requirements
Grade 10 — mature persons 19 years of age and over with less than Grade 10 will be considered individually.
Facility with English.
A personal interview.
Length of Program — 480 hours — offered part-time in both day and evening courses.
Further details regarding registration and the structure of the program may be obtained from:
Health Care Aide Program
Community Services
George Brown College
P.O. Box 1015, Station "B"
Toronto, Ontario M5T 2T9
Telephone: 967-1212, M. Gaffney

The following courses must be completed in order to obtain the certificate.
CARE900 — Communications
CARE901 — Biological Needs
CARE903 — Social and Emotional Needs
CARE908 — Clinical 1
CARE909 — Clinical 2
CARE910 — Clinical 3

Communications CARE 900

This course promotes a better understanding of the cultural patterns and social values of the institutional population. Verbal and non-verbal communication along with the effective use of English are emphasized.

Mon. 9 a.m. to 1 p.m. or 6 to 10 p.m.
Nightingale Campus
36 hours Fee: $36.00
January 7 to March 8 or March 25 to May 24

Biological Needs CARE 901

Students will be introduced to normal body processes and the physical changes which occur during the life cycle. Nutritional needs to maintain health with special reference to the needs of the elderly will be considered.

Tues. 9 a.m. to 1 p.m. or 6 to 10 p.m.
Nightingale Campus
36 hours Fee: $36.00
January 8 to March 9 or March 25 to May 24

Social and Emotional Needs CARE 903

This course examines the basic social and emotional needs of individuals as a background to understanding the emotional and mental changes which occur with aging and institutionalization.

Wed. 9 to 1 p.m. or 6 to 10 p.m.
Nightingale Campus
36 hours Fee: $36.00
January 9 to March 6 or March 27 to May 22

Clinical 1 CARE 908

This course is a combination of theory, demonstration and student practice. Students learn the basic principles of care with emphasis being placed on the needs of residents, and the application of these skills in a variety of institutional facilities.

Wed. 9 a.m. to 1 p.m. or 6 to 10 p.m.
Nightingale Campus
56 hours Fee: $56.00
January 7 to March 18 or March 25 to May 24

Clinical 2 CARE 909

Methods of remotivation and means of minimizing the disabling effects of aging and chronic disease are demonstrated and practiced. Students learn how to apply these skills in a variety of situations.

Thurs. 6 to 10 a.m. Fri. 9 a.m. to 1 p.m.
Nightingale Campus
36 hours Fee: $36.00
January 7 to March or March 25 to May 24

Clinical 3 CARE 910

Students will be placed in an institutional setting for the purpose of developing the job competencies of the Health Care Aide. Those who can document competency through employment status will be eligible to apply for exemption from this course.

Mon. to Fri.
240 hours Fee: $30.00
Date: To be arranged with co-ordinator

Educational Assistant Certificate

This series of courses is designed only for Educational Assistants who are currently employed by a Board of Education. The basic objective is to provide Educational Assistants with the fundamental, practical skills and theoretical concepts to assist them in their classroom work with children.
Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto M5T 2T9. Telephone 967-1212, Donna Humphries.

The following courses must be successfully completed in order to obtain the certificate.
Courses are offered on Tuesdays between 5 and 8:30 p.m.
EA900 — Child Development
EA901 — The School and the Community
EA902 — Language and Listening Skills
EA903 — Program Skills
EA904 — Classroom Practice

Child Development EA 900

This course is designed to give the Educational Assistant a theoretical overview of child development with the focus on the pre-school to early adolescence years. A variety of theories will be examined with specific emphasis on the humanistic viewpoint.

Starts September/85

The School and Community EA 901

This course is designed to examine the interplay between the school and its surrounding community and study the implications of community involvement with the school. The course will also examine the Ontario education system and relevant legislation.

Starts September/85

Language and Listening Skills EA 902

This course examines the basic stages of language development and emphasizes the acquisition of skills which promote language and listening ability for both normal and exceptional children.

Tues. 5 to 6:30 p.m. **Nightingale Campus**
22.5 hours Fee: $22.50
January 8 to April 23

Program Skills EA 903

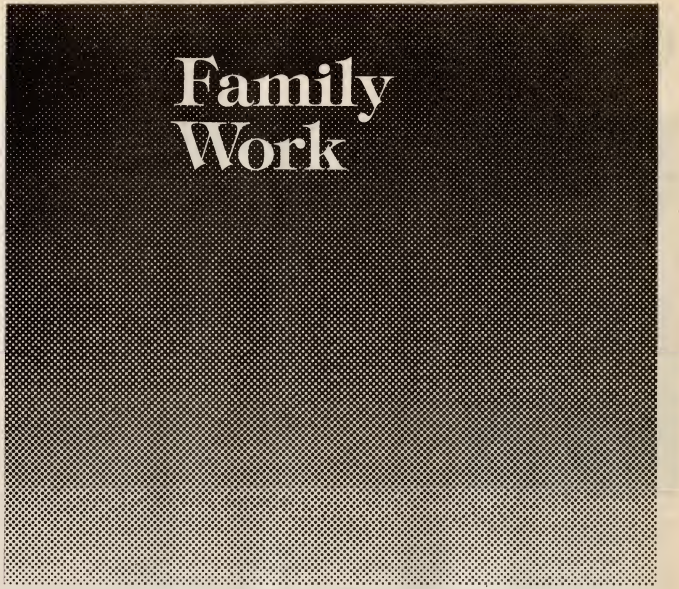
This course examines the theoretical concepts, practical skills and resources necessary for the Educational Assistant to assist the teacher in effectively implementing programs for children.

Tues. 7 to 8:30 p.m. **Nightingale Campus**
22.5 hours Fee: $22.50
January 8 to April 23

Classroom Practice EA 904

Classroom practice is an integral part of the program in affording students supervised and evaluated experience in the classroom setting. The evaluation of classroom practice will be carried out by the principal in consultation with the teacher. Students will be responsible for ensuring that the evaluation form is completed and returned to the coordinator.

Starts September/85



Post diploma program

This new post diploma program in Family Work is designed for working professionals who hold diplomas or degrees in a human service field and who are currently involved or wish to become involved in family work.

The program consists of four evening courses to be taken over a year — a total of 180 hours of instruction, including 36 hours of clinical experience.

Post Diploma Program in Family Work courses will be offered as follows at the Nightingale Campus:

Semester I *September 17, 1984 to February 4, 1985*
5:30 p.m. to 7:30 p.m. HSE 403
Influences on the Family
7:30 p.m. to 9:30 p.m. HSE 400
Working with Families in the Home

Semester II *February 11, 1985 to June 17, 1985*
5:30 p.m. to 7:30 p.m. HSE 402
Family Counselling Practice Lab
7:30 p.m. to 9:30 p.m. HSE 401
Interviewing & Assessment

Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9 or call Donna Humphries, ***(416) 967-1212, ext. 4220.***

Computer Literacy PRGM 993
(An introduction to Microcomputers)

This course provides a straightforward introduction to the computer age. It covers the basic fundamentals of how computers work, what they can do, their limitations, and what is available today. Computer terminology is explained in straightforward terms, with helpful visual and audio-visual materials. Includes hands-on experience.

Wed. 5:30 to 8:30 p.m. St. James Campus
15 hours Fee: $65.00 Materials: $5.00
January 30 to February 27

***For information** about this course please call 967-1212, ext. 3289/3290.*

Basic Keyboarding I KB 100X

This course is designed for those with no or almost no previous knowledge of typing. After the keyboard is thoroughly covered the remaining time will be spent on drills to promote speed and accuracy. A terminal speed of 20 to 25 words per minute is the desired goal.

Evening Schedule:
Tues. and Thurs. 6 to 9 p.m.
Day-time Schedule:
Mon., Wed. and Thurs. noon to 2 p.m.
St. James Campus
60 hours Fee: $60.00 Materials: $5.00
Evening: January 29 to April 4
Day-time: January 28 to April 4

***For information** about this course, please call 967-1212, ext 3289/3290.*

Basic Keyboarding II KB 101X

This subject is designed to build basic keyboarding skills and to produce a rate of 35 to 40 words per minute, using five minute timed writings and international rules.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
30 hours Fee: $30.00 Materials: $5.00
February 5 to March 7

Introduction to Electronic Data Processing PRGM 970

Prerequisite: Grade 12 Mathematics at General Level.
Course Content: This course includes: computer logic through simulation; brief history of computers; impact of computers on society; elements of computer systems particularly with respect to microcomputers; hands-on experience with PET Commodore 4032; computer applications using software involving word processor, data base and spread sheets (Visicalc). This course is equivalent to the credit course EDP 105. For more information about this course, please call 967-1212, ext. 2481.

Tues. and Thurs. 5 to 7 p.m. Kensington Campus
30 hours Fee: $30.00
January 15 to March 5

Microcomputers

Introductory Microcomputer Programming PRGM 925

Course Content: Introduction to the microcomputer; hands-on experience; developing elementary graphics programs. Writing, running and saving programs; the language BASIC: programming in BASIC; input and output techniques. Demonstrations in the use of software; including business, educational and entertainment uses. Development of elementary business, technical and/or administrative programs.

***For more information** about this course, please call 967-1212, ext. 2481.*

Mon., Tues., Wed., or Thurs 7 to 10 p.m.
Sat. 1 to 4 p.m. Casa Loma Campus
30 hours Fee: $30.00
January 14, 15, 16, 17 or 19 to March 18, 19, 20, 21 or 23

Microcomputer Programming Techniques PRGM 935

Prerequisite: PRGM 925 or equivalent.
Course Content: Review of BASIC programming techniques; advanced looping and branching techniques. Advanced BASIC statements; subscribed variables; arrays. Algorithms and problem-solving methods; the use of flowcharting and/or pseudo-code; program documentation, sorting techniques including Bubblesort and Shellsort. Introduction to file handling on cassette and disk; creating, maintaining, updating, sorting and merging files. Students will develop a project of their own choice.

***For more information** about this course, please call 967-1212, ext. 2481*

Mon. 7 to 10 p.m. Kensington Campus
30 hours Fee: $30.00
January 14 to March 18

Advanced Microcomputer Programming Techniques PRGM 955

Prerequisite: PRGM 935, Microcomputer Programming Techniques or equivalent.
Course Content: Use and operation of the disk drive; advanced file handling with sequential and relative files; advanced sorting routines; file maintenance, updating and merging techniques; structured programming using Waterloo BASIC, program maintenance, use of the system monitor, binary and hexadecimal arithmetic; machine language introduction: assemblers and disassemblers; machine language.

***For more information** about this course, please call 967-1212, ext. 2481*

Tues. 7 to 10 p.m. Kensington Campus
30 hours Fee: $30.00
January 15 to March 19

Micro-Ordinateur Débutant

For course description, see the Courses in French section, page 79.

Micro-Ordinateur Intermédiaire

For course description, see the Courses in French section, page 79.

Microcomputer Applications — Introduction to Spreadsheets PRGM 967

Course Content: This course covers the following topics: introduction to microcomputers and applications; operation of the Kaypro II computer; introduction to spreadsheets, applications; advanced features of Perfect Calc; individual projects.

***For more information** about this course, please call 967-1212, ext. 2481*

Tues. and Thurs. 6:30 to 8:30 p.m.
Casa Loma Campus
16 hours Fee: $105.00
January 15 to February 7

Microcomputers in Business EDP 800

Course Content: Microcomputers are used in myriad activities ranging from typical applications such as printing mailing labels, creating personalized letters on a word processing system, and handling general ledgers, accounts receivable, accounts payable, order entry, and inventory control tasks, to sophisticated applications for production scheduling, sales analysis, forecasting and business simulations. In order to compete in today's complex business environment, management of small firms is relying increasingly on computer systems that provide accurate, timely and comprehensive information.

Sat. 9 a.m. to 1 p.m. St. James Campus
44 hours Fee: $89.00 Materials: $8.00
January 26 to April 6

***For more information** about this course, please call 967-1212, ext. 3289/3290.*

Languages

An Introductory Course in Structured BASIC PRGM 927

Course Content: This course covers the following topics: Characteristics and advantages of structured programming; introduction to the PET and Waterloo BASIC; arithmetic in BASIC; input/output through simple files, data-based design; the structured approach to conditions and decisions; Waterloo's looping commands and repetition; modular debugging; planning a structured program; programming efficiency and style.

***For more information** about this course, please call 967-1212, ext. 2481.*

Thurs. 7 to 10 p.m. Kensington Campus
30 hours Fee: $75.00
January 17 to March 21

Introduction to FORTRAN Programming PRGM 969

Course Content: This course covers the following topics: introduction to FORTRAN; computer arithmetic; input and output; control statements; loops; arrays; formatting; subroutines.

***For more information** about this course, please call 967-1212, ext. 2481.*

Wed. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $75.00
January 16 to March 20

An Introduction to the Programming Language FORTH PRGM 905

Prerequisite: PRGM 925 — Introductory Microcomputer Programming, or equivalent.
This course teaches programming techniques in FORTH with special consideration to time efficiency, space efficiency and transportability.
Course Content: This course covers the following topics: characteristics of the FORTH language; variables, constants and other programming constructs; stacks and postfix notation, stack manipulation; character and line editing commands, use of disk by FORTH; simple and compound conditional statements; control loops; input and output (disk access command, output command, string manipulation, etc.).

***For more information** about this course, please call 967-1212, ext. 2481.*

Tues. and Thurs. 5 to 7 p.m. Casa Loma Campus
30 hours Fee: $75.00
January 15 to March 5

COBOL I EDP 101X

Language mechanics of COBOL are introduced and students gain practical experience by writing programs to solve business type problems. Emphasis is placed on documentation of programs.
Text: COBOL: A Structured Approach

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $50.00 Materials: $10.00
January 29 to April 4

***For more information** about this course, please call 967-1212, ext. 3289/3290.*

COBOL II EDP 200X

Prerequisite: A "C" standing in COBOL I or equivalent.
Applications such as accounts receivable and payroll are the subject of programming assignments. Techniques include sorting, summarizing and master file update.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
42 hours Fee: $42.00 Materials: $10.00
January 29 to April 4

***For more information** about this course, please call 967-1212, ext. 3289/3290.*

Introduction to dBASE II PRGM 994

This hands-on course will be of interest to beginners and self-taught users. You will learn the capabilities, limitations and constraints of the language as well as the key commands, and how to construct and use dBASE II applications.

Mon. 6 to 9 p.m. St. James Campus
15 hours Fee: $95.00 Materials: $5.00
January 28 to February 25 or March 4 to April 1

***For more information** about this course, please call 967-1212, ext. 3289/3290.*

Advanced dBASE II PRGM 995

This course reaches beyond the basics and is designed for the would-be expert. It requires a working knowledge of dBASE II fundamentals.

Mon. 6 to 9 p.m. St. James Campus
12 hours Fee: $75.00 Materials: $5.00
April 15 to May 6

***For more information** about this course, please call 967-1212, ext. 3289/3290.*

You'll find many other computing courses in this directory — courses related to specific interests and skills.

- Computer Aided Design/Computer Aided Manufacturing, page 93.
- Computer Numerical Control, page 93.
- Computer Typesetting, page 60.
- Certificate in Digital and Microprocessor Techniques, page 90.

We also offer computing taught in French, page 79.

THERE'S MORE

Professional Driver Improvement Course TRAN 905

Course Content: This course is a series of 8 films and lectures designed to inform commercial straight truck and tractor trailer drivers on driving strategies and techniques designed to assist in preventing collisions. The course is designed by professionals in the field of transportation, education and safety.

100 Cherry St.
8 hours Fee: $37.00
Dates: Continuous

Dual Air Brake System TRAN 906

Course Content: This course is divided into eight one-hour sessions and is designed to give a working knowledge to a transport driver of a dual air brake system. This course is an informative forerunner to a mandatory air brake endorsement that will be introduced to all holders of Ontario Classified Drivers Licences by 1984.
The individual sessions cover the following topics:

Braking systems
— Introduction Part I — Single Air
— Air Brake System Part II — Dual Air
— Air Brake System Part III — Troubleshooting

100 Cherry St.
8 hours Fee: $37.00
Dates: Continuous

Driver Instructor Education Course

This course is conducted in conjunction with the regulations as established by the Ministry of Transportation & Communications which govern the licensing of Driver Instructors.
Prerequisite: Applicants must first receive authorization from a Ministry of Transportation & Communication Driver Examination Centre.

130 hours (90 classroom hours, 40 in-car hours)
Fee: $645.00
Evening Course/Day Course

For further information please contact the Industrial Training Division at 362-2471.

Creative Fashion Design/ Apparel Management

The courses listed below are offered to people in the apparel industry who wish to upgrade their skills and knowledge in a given specialty. They are also useful to those who wish to upgrade their home sewing and design skills and to have some exposure to industrial techniques.
Some short courses in Apparel Construction Technology and Fur and Leather Technology are given during the day as specified and by arrangements with the full-time day staff.
All courses listed below bearing code numbers in the one, two, three or four hundred series carry credits which can be used toward a two- or three-year diploma in specialized programs. Please contact the Fashion Department for details.

Apparel Construction I (Dressmaking Elementary) DRES 141X

Course Content: Elementary dressmaking using commercial patterns; samples, measurements, relationship of pattern, style and fabric; laying-out patterns; sewing techniques (hand and industrial machines). Student to supply own materials.

Mon. and Wed. or Thes. and Thurs.
6 to 9 p.m. Kensington Campus
60 hours Fee: $60.00 Equipment Fee: $15.00
January 21 or 22 to March 25 or 26

Apparel Construction II (Dressmaking Intermediate) DRES 145X

Prerequisite: DRES 141X — Apparel Construction I.
Course Content: Continuation of DRES 141X. Focusing on the important "How to's": fabric cutting, marking, stitching; fitting, finishing and pressing. Purpose and selection of supporting fabrics; selection and preparation of lining fabrics; preparation of the pattern and pattern alterations. Students select projects beyond the beginner's difficulty by instructor's approval.

Mon. and Wed. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $60.00 Equipment Fee: $15.00
January 21 to March 27

Apparel Construction III (Dressmaking Advanced) DRES 151X

Prerequisite: DRES 145X — Apparel Construction II or proof of equivalent competency.
Students construct more complex garments of advanced design and sensitive fabrics.
Course Content: Efficient use of materials to minimize waste. Student selects the fabric and the pattern for a dress of complex design; pattern alteration for proper fitting; application of lining where necessary; finishing techniques for different materials. Students supply own materials.

Tues. and Thurs. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $60.00 Equipment Fee: $15.00
January 22 to March 28

Apparel Pattern Drafting I (Elementary) PAT 141X

Prerequisite: Knowledge of dressmaking and practical experience.
Students learn a new approach to an easy efficient method of drafting a pattern from own design or from a designed garment from a fashion magazine.
Course Content: Elementary pattern design; size and age ranges (such as misses 8, 10, 12 . . .) junior, women, half sizes; master blocks; drafting patterns full scale from fashion drawings for skirts, slacks and blouses. Students supply own materials.

Mon. and Wed. or Tues. and Thurs.
6 to 9 p.m. Kensington Campus
60 hours Fee: $60.00 Equipment Fee: $15.00
January 21 or 22 to March 27 or 28

Apparel Pattern Drafting II (Intermediate) PAT 143X

Prerequisite: PAT 141X — Apparel Pattern Drafting I or equivalent experience.
Students learn to draft and develop skills in pattern drafting to comply with the fashion industry.
Course Content: Drafting to manufacturing sizes; misses dresses; evening dresses; jackets; outer wear; lingerie. Students to supply own material.

Tues. 6 to 9 p.m. Kensington Campus
30 hours Fee: $30.00
January 22 to March 26

Apparel Pattern Drafting III (Advanced) PAT 151X

Prerequisite: PAT 143X — Apparel Pattern Drafting II or equivalent experience.
From an original idea, students learn to draft an excellent pattern. Detail, proportion and fit to be perfect.
Course Content: Drafting patterns from an original idea. The categories are day-time dresses, evening dresses, jackets and coats. Consideration is given to fabric and price. Students to supply own material.

Tues.or Thurs. 6 to 9 p.m. Kensington Campus
30 hours Fee: $30.00 Equipment Fee: $15.00
January 22 or 24 to March 26 or 28

Tailoring (Ladies') DRES 146X

Prerequisite: Preferably DRES 141X — Apparel Construction I, or Basic sewing skills.
Students learn to develop tailoring methods for ladies' garments which are quick and easy to use in different situations.
Course Content: The students construct a suit or coat by using commercial patterns; altering a pattern to fit the wearer; cutting techniques, sewing and finishing by using industrial machines. Students select and supply own material and pattern.

Tues. and Thurs. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $60.00 Equipment Fee: $15.00
January 22 to March 28

Fashion Illustration I (Elementary) PAT 144X

Students develop techniques for sketching fashion garments as practised in the industry.
Course Content: An introduction to basic concepts in fashion illustration; industrial methods; rough sketch and working drawing achieving textures and pattern techniques in different media; finished drawings in a combination of media. Students to supply own materials.

Wed. 6 to 9 p.m. Kensington Campus
30 hours Fee: $30.00
January 23 to March 27

Fashion Illustration II (Intermediate) PAT 154X

Prerequisite: PAT 144X — Fashion Illustration I (Elementary) or similar experience.
Students direct creative ability with additional technical knowledge into portraying fashion merchandise in a believable way.
Course Content: Commercial applications in fashion art; creative sketching; the use of line and colour to illustrate garments realistically and esthetically. Students supply own material.

Mon. 6 to 9 p.m. Kensington Campus
30 hours Fee: $30.00
January 21 to March 25

Work Management (Time Studies) — (Apparel) AT 100X

Students learn the method for determining the time required to complete a job.
Course Content: Human relations in time study situations; methods to improve performance of the job understudy; proper timing procedures and record-keeping; rating the operators' performance; incentives for improving production.

Kensington Campus
64 hours Fee: $64.00 Equipment Fee: $15.00

***For information* about dates and times, please call the Fashion department.**

Personnel and Industrial Relations AT 161X

This course provides potential managers with information on different aspects of personnel management.
Course Content: Recruitment of staff: Résumés, formal tests and evaluations; proper interviewing procedures; effective training techniques; training curves and evaluation of different training programs; wage and salary administration; the point system, merit ratings and incentive system; promotions, transfers, seniority, safety and their impact on organizational effectiveness.

Kensington Campus
48 hours Fee: $48.00 Equipment Fee: $5.00

***For information* about dates and times, please call the Fashion department.**

Grading Techniques For Apparel Industry (Elementary) PAT 900

Students learn to take a finished pattern, with all the detail and pieces, and increase or decrease the pattern in size. Sizes vary from misses 6 to 20.
Course Content: Demonstration of skills of grading patterns by simple and reliable methods. Grading of patterns for all styles of misses and junior size garments. The course will help the student to better understand the mechanics of grading and thereby assist in producing garments with better fit.

Mon. or Tues. 7 to 10 p.m.
Kensington Campus
30 hours Fee: $30.00
January 21 or 22 to March 25 or 26

Window and Retail Display DISP 900

Prerequisite: Practical motivation.
Course Content: Purpose, concepts and uses of window display; basic tools, materials and graphics as used in fashion and menswear; practical merchandise trims; use of mannequins; display themes.

Mon. and Wed. 7 to 10 p.m. Kensington Campus
60 hours Fee: $60.00 Equipment Fee: $10.00
January 21 to March 27

Dress for Success FASH 801

This course deals with a number of topics related to the successful selection of proper wardrobe and particularly with the following: the colour theory, colour groups and their suitability to certain people. Colours for different seasons. Determining one's colour group. Neutral, basic and accent colours. Body structure, figure types and suitable fabrics to each.
Fashion types: classical, dramatic, romantic and sporty. How to assemble wardrobes for various occasions. Facial characteristics and selection of proper accessories (hats, gloves, hair colour and hair style; selection of jewellery, shoes, bags, scarves, belts, stockings, etc.). Accessories for men (shirts, shoes, ties, socks, etc.). Budgeting and determining the quality and sizes. Vocabulary of the clothing language. Maintenance and alterations to update older clothing.
Students develop small projects assigned and evaluated by the course instructor.

Thurs. 6 to 9 p.m. Kensington Campus
30 hours Fee: $55.00
January 24 to March 28

Machine Knitting

Knitting by Machine (Basic) CFT 900

Course Content: The course will familiarize the student with the basic concepts in operating a knitting machine. The student learns basic techniques in producing a garment. Lace, tuck, skip and faire-isle techniques will be shown and used. The student also learns how to produce a personal measurement chart and different finishing.

Tues. 7 to 10 p.m. Kensington Campus
30 hours Fee: $30.00 Equipment Fee: $15.00
January 22 to March 26

Knitting by Machine (Intermediate) CFT 901

Prerequisite: CFT 900 — Knitting by Machine.
Continuation of skill development on the knitting machine and learning of new techniques.
Course Content: The students will continue developing skills on the knitting machine by charting of a variety of skirt styles (1/2 size samples) and weaving by machine techniques. They will also be introduced to the Knit-Leader and Ribber attachments, and some garment finishing methods.

Mon. 7 to 10 p.m. Kensington Campus
30 hours Fee: $30.00 Equipment Fee: $15.00
January 21 to March 25

Knitting by Machine (Advanced) CFT 902

Prerequisite: CFT 900 — Knitting by Machine — Basic and CFT 901 — Knitting by Machine — Intermediate.
To further develop skills in knitting by machine and to qualify the student for employment in the industry.
Course Content: Continuation of techniques learned. The course projects emphasize executing finished items, ranging from simple knits to elaborate designs and combining yarn with other materials. The course emphasizes the skills used in the knitting industry. Upon completion of the three courses, the graduates would be able to find employment in the knitting industry.

Wed. 7 to 10 p.m. Kensington Campus
30 hours Fee: $30.00 Equipment Fee: $15.00
January 23 to March 27

Fur and Leather

Fur and Leather Design FUR 545A

Students learn to develop garments to fit individual clients according to body characteristics.
Course Content: Recognition of body differences and the use of pattern grading techniques to alter the pattern; use of tape measure and translation of body measurements to pattern; assisting the customer to select the style of collar, sleeve and body (i.e. box line, A-line, fitted, semi-fitted, etc.) according to his/her body type.

Fri. 8 a.m. to 1 p.m. Kensington Campus
60 hours Fee: $60.00 Materials $10.00
Starts every Friday

Fur Manufacturing Techniques (Elementary) FUR 544X

Prerequisite: Interview or employment in fur industry.
Students learn to make fur coats, jackets, stoles and vests.
Course Content: Instruction in handling a fur knife to make straight cuts, angles and tongue and groove cuts on different types of fur. Proper use of the fur machine; blocking by pins and staples; lining application and finishing of the fur garment. Students may purchase required pelts at cost and must supply own hand tools.

Mon. Tues. or Wed. 8 a.m. to noon
Kensington Campus
84 hours Fee: $84.00
Starts every Monday

Leather Manufacturing Techniques LTH 544A

Prerequisite: Ability to operate industrial sewing machine.
Students learn to produce garments in leather.
Course Content: Leather and leather look-a-likes. Pattern selection with simple lines and few seams; layout of pattern to follow grain in the leather; marking, cutting, sewing, glueing, fitting zippers, finishing hems and button holes.

Tues. 8 a.m. to noon Kensington Campus
40 hours Fee: $40.00 Equipment Fee: $15.00
Starts every Tuesday

Industrial Sewing

Serger Machine SEW 542X

Course Content: Special module (25 hours) for students reaching SEW 141X/151 objectives in less than 240 hours. Also available for part-time students during regular classes — how to operate serger as used in Ontario apparel plants. Students to supply own garment fabric.

Mon. to Fri. 8 a.m. to 3 p.m. Kensington Campus
25 hours Fee: $25.00 Equipment Fee: $15.00
Starts every Monday

Blind Stitch Machine SEW 543X

Course Content: Special module as for SEW 542X — how to use blind stitch machine as used in Ontario apparel plants. Students to supply own garment fabric.

Mon. to Fri. 8 a.m. to 3 p.m. Kensington Campus
25 hours Fee: $25.00 Equipment Fee: $15.00
Starts every Monday

Button-Hole and Button Sewer Machine SEW 544X

Prerequisite: Good eyesight and manual dexterity.
Students learn to work on a button hole and button sewer machine in a production setting.
Course Content: Training is given in the operation of the machine as used in Ontario apparel plants. Instruction in threading, manipulation of the garments. The dexterity required to operate the machine efficiently and the preventive maintenance, are the main features of the course.

Mon. to Fri. 8 a.m. to 3 p.m. Kensington Campus
25 hours Fee: $25.00 Equipment Fee: $15.00
Starts every Monday or Wednesday

Hairdressing and Barbering

Hairdressing for Barbers HAIR 901

Prerequisite: Ontario Certificate of Qualification in barbering.
This course is a preparation to qualify for the government hairstylist test and hairstyling certificate.
Course Content: Instruction is given in basic ladies haircutting, hairdressing, hair setting, combing out, finger waving, pin curls, skip wave, permanent waving and tinting.

Tues. and Thurs. 7 to 10 p.m.
Kensington Campus
60 hours Fee: $60.00 Materials: $35.00
January 15 to March 21

Barbering for Hairdressers BARB 902

Prerequisite: Ontario Certificate of Qualification in hairdressing.
Preparation to qualify for the government Hairstyling test and Hairstyling Certificate.
Course Content: Instruction is given in practical men's haircutting with the emphasis on short hair and tapers, shaving, strapping, honing, facials, hairpieces and blow drying.

Mon. and Wed. 7 to 10 p.m.
Kensington Campus
60 hours Fee: $60.00 Materials: $20.00
January 14 to March 20

Ceramics

Basic Ceramics CER 800

This course provides a basic introduction to ceramics.
Course Content: Basic introduction in handbuilding and forming, constructing with slab and coil, cylinder and box construction and clay jointing. Basic wheel throwing techniques (centering, opening and throwing methods), elementary shaping of cylinders and bowl forms, trimming, turning and finishing are also taught. Students also learn basic wet clay decorations such as slip brushing, banding, scraffito and impressing, as well as glaze application and the preparation of bisque ware for glaze work and kiln stacking.

Sat. 9 a.m. to noon Casa Loma Campus
30 hours Fee: $70.00 Materials $25.00
January 26 to March 30

How to reach us:
967-1212
All departments are connected to this central number. For general information, ask for Information Services.

Ceramics 1 CER 101X

This course introduces the student to a number of basic ceramic techniques in the areas of hand-building, throwing, decorating and glazing.
Course Content: Instruction is given in slab construction and joining with basic clay decoration including impress, scraffito and slip painting surface enrichment. Basic throwing operations (centering, opening, trimming, thrown forms) are taught by making simple cylinders, mugs with handles and vases. Preparation of bisque ware for glazing and the use of oxide stains, brushing, dipping and glaze overlapping techniques are also taught. Theory in the course includes demonstration in each class and visual slide presentations.
Required work for the completion of the course: 6 mugs with handles, 2 vases, 1 slab pot, all glazed.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Materials $25.00
January 22 to March 28

Ceramics 2 CER 151X

Prerequisite: CER 101X — Ceramics 1.
Students further develop skills in wheel throwing, surface decoration, and glazing ceramics wares.
Course Content: Instruction is given in wheel throwing, turning and finishing of ceramic forms. The design theory of bowls and lidded jars, surface enrichment techniques with clay stamps, and wet clay including two-toned inlay with clay. Raised and low relief patterning. Glaze application methods using wax resit on glazes, stain banding, sponge stamping, glaze motifs. Throwing instruction is centered around opening and forming bowls — lipforms and foot shapes, tar forms and lids thrown of the hump. Theory in the course is included in demonstrations during each class and a visual slide presentation.
Required work for the completion of the course: 5 bowls — decorated, 5 lidded jars — decorated, using techniques demonstrated during the course.

Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Materials $25.00
January 21 to March 27

Jewellery Arts

The following courses are offered to people interested in obtaining credits towards a diploma in Jewellery Arts or in upgrading their present employment. These skills can also be learned for personal development and enjoyment. All courses listed below bearing code numbers in the one, two, three or four hundred series carry credits that can be used towards a two-year or three-year diploma in specialized programs. Please contact the Fashion Division for details.

Jewellery (Introduction) JWL 160A

Prerequisite: Current employment in the industry or hobby.
Students develop basic skills and techniques necessary in jewellery making.
Course Content: Introduction to basic jewellery making techniques: cutting, filing, fitting, hard soldering, finishing and polishing of designed projects; fitting of parts to small tolerances; projects are designed to facilitate the development of basic skills with jewellery hand tools.

Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Equipment Fee: $15.00
March 4 to May 8

Jewellery (Refresher — Introduction) JWL 160D

Prerequisite: JWL 160A — Jewellery (Introduction).
Course Content: Work on designated projects to further develop skills in filing, sawing, cutting, soldering and fitting parts to small tolerances. Polishing and finishing techniques of completed projects.

Wed. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $30.00 Equipment Fee: $15.00
March 6 to May 8

Jewellery — Beginners (Casting — Refresher) JWL 160E

Prerequisite: JWL 160B — Basic Casting Techniques.
Students further develop basic casting skills as practiced in the jewellery industry.
Course Content: Further practice in cuttlefish and centrifugal casting with project designed to learn more complex skills. Introduction to rubbermold work and wax injection work. Students supply own materials.

Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $30.00 Equipment Fee: $15.00
March 5 to May 7

Jewellery (Refresher — Intermediate) JWL 160F

Prerequisite: JWL 160C — Jewellery — Intermediate.
Course Content: Continuation of bench practices developed in JWL 160C. New projects designed to improve bench techniques and hand skills in jewellery making. Students to supply own materials.

Wed. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $30.00 Equipment Fee: $15.00
March 6 to May 8

Gem Setting JWL 162X

Prerequisite: JWL 160A — Jewellery (Introduction) or equivalent.
Students are introduced to all facets of gem setting.
Course Content: Tools, their selection and preparation for setting; types of gemsettings; preparation of settings: round, oval, square, octagon; claw setting: preparation, securing the stone and finishing; star setting: preparation, execution and finishing. Students supply own materials.

Mon. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $60.00 Equipment Fee: $15.00
March 4 to May 9

Gem Setting (Refresher) JWL 162D

Prerequisite: JWL 162X — Gem Setting
Course Content: Continuation of techniques learned in JWL 162X and additional experience in claw, bezel and star settings. Bead setting, pave setting, chanel setting and fancy cut setting are introduced and practiced. Students supply own material.

Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $30.00 Equipment Fee: $15.00
March 5 to May 7

Jewellery Making (Refresher) (Silversmithing) JWL 164D

Prerequisite: JWL 164X — Jewellery Making (Silversmithing).
Course Content: Review of techniques with additional projects in raising and planishing. Student selects projects which require either additional skills or more refined basic skills with the approval of the instructor. Items other than jewellery may be produced. Students supply own materials.

Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $30.00 Equipment Fee: $15.00
March 5 to May 7

Jewellery Making (Refresher — Enamelling) ENA 170D

Prerequisite: ENA 170X — Jewellery Making (Enamelling) or equivalent.
Students create jewellery items with enamel decoration.
Course Content: Use of enamel in jewellery creations. More complex designs on small items such as rings, pendants, and broaches; enamel decorations on holloware. Students select own projects with the approval of the instructor. Students supply own materials.

Mon. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $30.00 Equipment Fee: $10.00
March 4 to May 6

Jewellery Design (Refresher) DES 169D

Prerequisite: DES 169X — Jewellery Design
Course Content: Dot techniques and shape composition; size, direction, interval and proportion as variables; body ornaments produced in shade drawings; historical periods in jewellery design; geometry and asymmetry in jewellery design.

Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $30.00 Equipment Fee: $15.00
March 5 to Moy 7

Gemmology I GEM 167X

Prerequisite: Applicants may be either employed in the jewellery industry or be interested in jewellery as a hobby.
Course Content: Students acquire knowledge about the many different physical characteristics of gemstones such as colours, crystal formation, shapes in nature and cuts. Introduction to testing instruments. The course leads to certification.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $60.00 Equipment Fee: $15.00
March 11 to May 15

Gemmology II (Intermediate) GEM 267X

Prerequisite: GEM 167X.
Acquisition of knowledge about gemstones used in jewellery industry.
Course Content: Study of precious stones, minerals and organic substances, physical properties and their chemical composition. Identification of gemstones using gemmological instruments.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $60.00 Equipment Fee: $15.00
March 12 to May 16

Watchmaking

Basic Clock Repairing WACH 903

Prerequisite: WACH 901 or proof of equivalent competency.
Course Content: Instruction is given in the disassembly, cleaning, assembly and minor adjustments of alarm clocks and other simple clocks without striking or chiming mechanisms. Rebushing, refinishing pivots and other skills from WACH 901 will be applied as necessary.

Tues. 7 to 10 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $20.00
March 5 to May 7

Quartz Watch Servicing WACH 906

Prerequisite: Ontario Certificate of Qualification in Watch Repairing.
Upon completion of the course the student is able to service all types of quartz electronic watches.
Course Content: The student learns basic electricity and electronics as applied to watches including the use of electronic equipment for analysis and regulation. The theory of quartz oscillators, integrated circuits, LED, LCD and Analogue displays is presented. Instruction is given in micro soldering to enable the student to replace components such as quartz crystal, capacitors, and lights. Several movements, LCD and analogue, will be analyzed and serviced to practice troubleshooting and adjusting.

Mon. 7 to 10 p.m. St. James Campus
45 hours Fee: $45.00 Equipment Fee: $20.00
February 4 to May 13

Furniture

Furniture Finishing FURN 103X

Course Content: Surface preparation and basic colour treatments including staining and glazing; hand and spray application of varnish, shellac, and lacquer.
Students supply own materials

Mon. and Wed. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $60.00 Equipment Fee: $15.00
January 21 to March 25

Furniture Upholstery FURN 104X

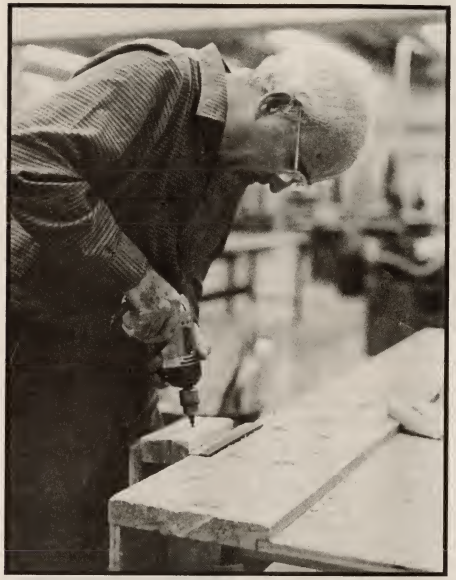
Students develop skills in re-upholstering and recovering furniture and building new furniture, starting with a frame.
Students supply own projects such as chairs, foot stools and love seats.
Course Content: Stripping upholstery from old furniture; re-stripping and applying springs to new furniture; use of stuffings, felt and polyfoam to create appropriate shapes; cutting, matching and fitting fabrics; use of power sewing machines to sew cushions, welts, etc.; application of covering fabrics and trim.

Mon. and Wed. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $60.000 Equipment Fee: $15.00
Jonuory 21 to March 25

Restoration of Antiques FASH 800

Students develop basic skills for restoration of antique objects made of metal, wood, stone, ceramics, glass and textiles.
Course Content: This course is designed to introduce the student to some theoretical and practical aspects of restoration of all objects made of wood, glass, ceramics, silver, gold, ivory and textiles. Students are taught to use various adhesives, fillers and finishes. Problems posed by the object are first analyzed and procedures for cleaning and restoration are then developed. Where necesary, maintenance and environmental control procedures are developed by the student and the teacher.

Thurs. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $63.00 Materials $5.00
January 24 to March 28



Personal Development

Gain Confidence/ Overcome Shyness CE 876

Learn how to relax and enjoy meeting new people. This course helps you understand and overcome shyness by examining the 10 keys to self-confidence. Also included are: how to start and keep a conversation going and where and how to meet people.
Instructor: Howard Jones is the Executive Officer to the Chairman of the Ontario Human Rights Commission. He is responsible for: administrative duties, research and briefing reports, preparing speeches for the Chairman, designing and conducting seminars for employers on legislation and Commission policies.

Thurs. 6:30 to 9:30 p.m. Kensington Campus
9 hours Fee: $37.00
February 21 to March 7

Effective Speaking CE 848

This course is specifically designed for people with little or no experience in public speaking and who feel uncomfortable speaking before a group of people.
The keys to effective speaking are outlined, including: how to write a speech; how to deliver a speech; how to interest your audience; tips on platform presence; effective openings and closings; tips on the use of humour; speeches for special occasions including toasts and introducing and thanking speakers; how to handle impromptu situations — students prepare and give a brief impromptu speech.
Instructor: Howard Jones

Tues. 6:30 to 9:30 p.m. Kensington Campus
18 hours Fee: $47.00
February 19 to March 26

Problem-Solving and Decision-Making CES 816

This course examines problems of a personal, social and work-related nature. Learn how to define a problem; to analyze the situation; to develop alternative plans of action; to make the decision; and finally to implement the decision. Several real-life problems are analyzed, including problems suggested by the class.
Instructor: Howard Jones

Thurs. 6:30 to 9:30 p.m. St. James Campus
9 hours Fee: $35.00
March 14 to 28

Assertiveness Training CE 824

Assertiveness training teaches the principles of mature interaction — how to insist on being treated with respect, how to be taken seriously, and how to say "no" without feeling guilty. The practical application of these principles is a major focus of the course.
Instructor: Margaret Code is president of the consulting firm, Code & Associates. With many years of experience in human resources management and a Master's degree from Harvard in organization studies, Margaret is an expert in organizational behaviour. Enhancing individual and organizational effectiveness are her main concerns.

Tues. or Wed. 7 to 10 p.m. St. James Campus
15 hours Fee: $47.00 Materials: $3.00
February 5 or 6 to March 5 or 6

Limited enrolment.

Assertiveness II CES 809

Will be offered during the Spring/Summer term.

The Job Search and the Employment Interview CES 812

The course provides practical tips for people reviewing their career plans or planning a career change. An introduction to career planning versus the job search is followed by a self-assessment and the setting of goals. Strengths and weaknesses are examined together with an inventory of skills and interests. Sources of jobs and networking are also discussed. The résumé, covering letter and interview preparation are examined in detail. The course culminates in a series of practice sessions for the employment interview and a discussion of the follow-up, acceptance or rejection of the job offer and negotiations.
Instructor: Howard Jones

Tues. 6:30 to 9:30 p.m. St. James Campus
9 hours Fee: $35.00
January 29 to February 12

Automotive

Know Your Car — Part I CAR 800

Course Content: This course discusses the major maintenance requirements of any car, easy to perform spot checks and tasks, such as changing a flat, starting a stubborn engine and dealing with the garage mechanic if repairs are really needed. Students learn when to replace tires, batteries, brakes and will be provided with dozens of tips that save them money and lengthen the life of their car.
Instructor: Don McQueen has had a class "A" licence with an interprovincial seal for more than ten years. He has also taken additional courses dealing with the up-keep of cars, including: disc brakes, hydrostatic drives, diesel engines, small engines, hydraulic control systems, electronic ignition and welding. He brings a wealth of knowledge to this course to help you understand your car.

Thurs. 6:30 to 9:30 p.m. College Campus
12 hours Fee: $42.00
February 7 to 28

Know Your Car Part II CAR 801

Will be offered during the Spring/Summer term.

Antiques

How to Buy Antiques CE 817

This is a course designed for those wishing to know about the booming antique market. Whether for investment or pleasure, everyone wants to know more about his/her treasures. Stress will be on the recognition of different styles and periods of furniture, china, glass and silver, also the discernment of quality and craftsmanship.
Instructor: Marion Heller, upon completing a decorative arts course at the Study Centre, Victoria and Albert Museum, received her diploma in fine and decorative arts from the New Academy of Art Studies in London, England. Students benefit from Marion's time spent analyzing her field and gain insight into the various galleries and collections of Europe, many not readily seen by the public.

Tues. 7 to 9 p.m. Casa Loma Campus
12 hours Fee: $37.00
February 5 to March 12

Victorian Antiques CES 808

Course Content: This is a series of lectures for those interested in Victorian antiques. Recognition of different styles of furniture, china glass, artwork and other collectables of the period from 1830 to 1920 is taught.
Instructor: Marion Heller

Thurs. 8 to 10 p.m. Casa Loma Campus
8 hours Fee: $30.00
February 7 to 28

Restoration of Antiques FASH 800

Students develop basic skills for restoration of antique objects made of metal, wood, stone, ceramics, glass and textiles.
Course Content: This course is designed to introduce the student to some theoretical and practical aspects of restoration of objects made of wood, glass, ceramics, silver, gold, ivory and textiles. Students are taught to use various adhesives, fillers and finishes. Problems posed by the object are first analyzed and procedures for cleaning and restoration are then developed. Where necessary, maintenance and environmental control procedures are developed by the student and the teacher.

Thurs. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $63.00 Materials $5.00
January 24 to March28

Homes

Buying Your First Home RE 801

Course Content: This course provides the first-time home buyer with sufficient information to make a knowledgeable decision. It covers all the steps in the process including: establishing a price range, selecting the right real estate agent, evaluating neighbourhoods in the Toronto area, establishing fair market value, obtaining financing, making an offer, closing costs and procedures and settling-in expenses.
Instructor: Marilyn Rothman is a real estate broker with her own company, which specializes in residential sales and leasing in the Metro area. She is a member of the Toronto Real Estate Board and the Ontario Real Estate Association and brings ten years of business experience to her teaching. These courses are designed for beginners with little or no experience in the real estate field and Marilyn's objective in each course, is to provide solid answers to concerns and questions.

Sat. 10 a.m. to 3 p.m. St. James Campus
5 hours Fee: $21.00 Materials: $5.00
February 9 or March 16

A NEW YEAR...
a fresh

start

a full-time program at George Brown College this January

You don't have to wait until September to start a full-time college program. At George Brown, you can start preparing for a new career in January.

We have the expert teachers, up-to-date facilities and graduate job placement centres at our five downtown campuses that can help train you to get the job you want.

And that's not all.

Many of our January diploma programs run through the summer so you graduate up to a year earlier. We also offer a number of certificate programs that can get you ready for a new job in just a few weeks.

Don't wait for September. Apply now. Applications are accepted on a first-come, first-served basis.

The sooner you come to George Brown, the sooner we can give you the training you need.

Look through the list of programs.

You'll see how George Brown can give you a fresh start in the New Year.

JANUARY FULL-TIME PROGRAMS

George Brown January programs

Diploma Programs

Architectural Technician — Drafting

In this program, office atmosphere is simulated by grouping students and using actual building projects from industry. Job site visits, guest speakers, specifications, mechanical and electrical information are arranged to give students a complete understanding of an actual project.

Location: Casa Loma Campus
Length: 4 semesters
Starts: January 21

Mechanical Engineering Technology — Tool Design and Machine Design

The theoretical and practical aspects of tool design are taught. Students work at one of the drafting tables in our design office, similar to what a graduate would find in industry. Students learn to design special tools such as jigs, fixtures, dies and moulds which play a vital role in modern manufacturing.

Location: Casa Loma Campus
Length: 6 semesters
Starts: January 2

Mechanical Engineering Technician — Toolmaking

Theoretical and practical training are combined in toolmaking and related subjects. Graduates can look forward to careers in modern production processes, demanding skill, accuracy and cost-consciousness.

Location: Casa Loma Campus
Length: 4 semesters
Starts: January 2

Mechanical Engineering Technician — Drafting Design (CAD/CAM)

With emphasis on CAD/CAM, this program is designed to prepare students for the computer-oriented manufacturing environment. Graduates of this program may expect to be integrated into the engineering field with a minimum amount of in-plant training.

Location: Casa Loma Campus
Length: 4 semesters
Starts: January 2

Electro-Mechanical Technician — Drafting

Subjects covered include theory of electrical/electronic fundamentals including AC and DC machines. Theory fundamentals in plumbing-heating ventilation and air conditioning designs and installations are also taught. Students are introduced to a computer aided drafting and design system.

Location: Casa Loma Campus
Length: 64 weeks
Starts: January 2

Electronics Engineering Technician

The Electronics Technician Program provides men and women the opportunity to work in the maintenance, installation, production, design or research phases of the electronics industry. In the second half of the program, students specialize in one of the following areas: communications; computers; ETV/TV broadcast.

Location: St. James Campus
Length: 64 weeks
Starts: February 11

Welding Technician

This program prepares students for a variety of interesting and lucrative positions in the welding and metal fabricating industry at the technician level. Other career options include technical sales and service, quality control and weld inspection. Graduates will have a sound background in welding processes, metallurgy, and non-destructive weld examination procedures.

Location: Casa Loma Campus
Length: 4 semesters
Starts: January 2

Business — Accounting

The courses in this program provide a valuable preparation for students interested in accounting occupations in business and industry. The program also prepares students who would like to continue their studies for professional designations such as Registered Industrial Accountant or Certified General Accountant. Credits are granted by these professional accounting societies for courses where content and standards are considered equivalent.

Location: St. James Campus
Length: 4 semesters
Starts: January 7

Business — Data Processing

Students are trained in the theoretical and practical applications of computers in business. Several programming languages are taught with emphasis on COBOL, the language most widely used in business. A conceptual understanding of systems analysis and design is developed through a combined lecture and project approach.

Location: St. James Campus
Length: 4 semesters
Starts: January 7

Business — Marketing

Highly concentrated in marketing subjects, this program is designed to prepare students for careers in marketing management, advertising, sales, marketing research or retail management. Case studies, research projects, decision-making simulations ("business games") and video tape are used extensively in the classroom.

Location: St. James Campus
Length: 4 semesters
Starts: January 7

Business — General

This program is designed for the student who seeks a broad, well integrated education in the field of business, as well as the opportunity to concentrate on more than one major subject area. Students may select courses from other business options, under the guidance of faculty members.

Location: St. James Campus
Length: 4 semesters
Starts: January 7

JANUARY FULL-TIME PROGRAMS

Computer Programmer

Students learn to code computer programs in a variety of languages, working under supervision from written specifications. The program prepares graduates to advance in the future to more senior positions in systems analysis or management.

Location: St. James Campus
Length: 64 weeks
Starts: January 25

Secretarial Arts — General

Students develop skills, abilities and knowledge needed in today's offices. Practical skills include keyboarding, word processing, shorthand and transcription. The role of modern technology in the office and the use of information processing systems are stressed.

Location: St. James Campus
Length: 4 semesters
Starts: January 7

Secretarial Arts — Legal

This program helps students develop strong basic skills in typing, shorthand, transcription, accounting, word processing and office procedures. These skills are refined through the study, preparation and processing of legal correspondence and documentation. Students are given a thorough foundation of legal terminology and office procedures in the litigation, family, corporate, real estate and estate areas of law.

Location: St. James Campus
Length: 4 semesters
Starts: January 7

Secretarial Arts — Word Processing

Emphasis, in this program, is on training with the most current video display, text-editing typing systems. The role of the word processor and its relationship to data processing is also examined. Supervisory and training techniques are stressed.

Location: St. James Campus
Length: 4 semesters
Starts: January 7

Early Childhood Education*

Students are trained to work with children, aged six weeks to 10 years, in nursery and day care settings, including children with special needs. Each semester is divided into blocks of eight weeks. One eight-week block is for academic studies; the other is for field placement where students have the opportunity to work with children of all ages in a variety of settings.

*subject to approval

Location: Nightingale Campus
Length: 4 semesters
Starts: January 7

Certificate Programs

Pre-Technology

The Pre-Technology program prepares students to enter technology programs if they lack stated prerequisites. Students are given a general education and an introduction to technology that will provide them a reasonable expectation of success in a technology program.

Location: Casa Loma Campus
Length: 2 semesters
Starts: January 7

Pre-Business

This program prepares students for entry into post-secondary business programs.

Location: Casa Loma Campus
Length: 1 semester
Starts: January 7

Steel Fitter*

This program prepares students for entry into the interesting field of metal fabrication. Students learn the practical skills of layout and fitting from shop drawings along with complementary welding skills. Graduates may find employment in any shop engaged in structural, plate or miscellaneous metal fabrication.

*subject to approval.

Location: Casa Loma Campus
Length: 1 semester
Starts: January 7

Pre-Health Science

This program is designed for people who want to enter a post-secondary health science program but who don't have all the prerequisite admissions requirements. It offers the necessary background in English, mathematics, social sciences and basic sciences. Graduates may apply to full-time programs through the normal selections process.

Location: St. James Campus
Length: 16 weeks
Starts: January 2 or March 4

JANUARY FULL-TIME PROGRAMS

How to apply to George Brown College

Diploma Programs
Simply drop by **any** of our downtown campuses and pick up an application at the Admissions Office. George Brown personnel will be happy to advise you on admission requirements and application procedures.

Certificate Programs
Drop by the downtown campus location referred to in the program description. Admissions Office staff will give you an application form and any help you may require.

Campus Locations:

St. James Campus
200 King Street East
Admissions Office Open:
8 am – 7:30 pm Mon.-Thurs.
8 am – 4:30 pm Friday

Casa Loma Campus
160 Kendal Avenue
Admissions Office Open:
8 am – 7:30 pm Mon.-Thurs.
8 am – 4:30 pm Friday

Kensington Campus
21 Nassau Street
Admissions Office Open:
8 am – 7:30 pm Mon.-Thurs.
8 am – 4:30 pm Friday

Nightingale Campus
2 Murray Street
Admissions Office Open:
8:30 am – 1 pm Mon., Thurs., Fri.
4:30 pm – 7 pm Tues. & Wed.

College Street Campus
507 College St.
Admissions Office Open:
8:00 am – 4:30 pm Mon.-Fri.

George Brown College

Key to Campus Locations

C **College Street Campus**
507 College Street

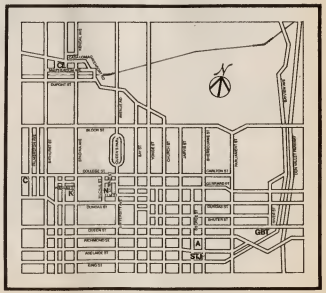
CL **Casa Loma Campus**
160 Kendal Avenue

GBT **The George Brown Theatre**
530 King Street East

K **Kensington Campus**
21 Nassau Street

N **Nightingale Campus**
2 Murray Street

STJ **St. James Campus**
200 King Street East



If you didn't find the full-time January program you want... you'll probably find it among the following list of two- and three-year programs beginning in September.

Health Sciences and Community Services Division
Fitness Instructor
Early Childhood Education
Activation Co-ordinator
Child Care Worker
Addiction Counsellor
Dental Assistant
Dental Hygiene
Dental Hygiene (Expanded Duties)
Denture Therapy
Dental Technology
Orthotics/Prosthetics Technician
Clinical Methods in Orthotics/Prosthetics
Diploma Nursing
Refresher for the RN
Registered Nurse
— Critical Care Nursing
— Operating Room Nursing
— Neonatal Intensive Care
Chiropody

Architectural Technology Division
Civil Engineering Technician
Construction Engineering—Management
Mechanical Engineering
— Machine Design
— Tool Design
Stationary Power Plant Engineering
Air Conditioning—Refrigeration Engineering Technician
Mechanical Engineering Technology (Tool and Machine Design)
Civil Engineering Technology
Construction Engineering Technology
Drafting Technician
Piano Technician
Architectural Technician — Drafting
Architectural Technology
Residential Construction Management

Business Division
Business General
— Accounting
— Data Processing
— Marketing
Business General
Physical Distribution
Business Administration
— Accounting
— Data Processing
— Marketing
Computer Programmer
Business Diploma — Insurance
Property Management
Retail Management
Sales
Secretarial Arts — General
Office Systems Administration
Secretarial Arts — Legal
Court Reporting
— Shorthand
— Stenomask
Executive Receptionist
Medical Dicta-Typist
Secretarial Arts
— Word Processing
— Word Processing Operator
— Word Processing — Legal

Electro-Mechanical Division
Welding Specialist
Welding Technician
Instrumentation Engineering Technician — Industrial
Instrumentation Engineering Technology — Industrial
Electronics Engineering
— Technology
— Technician
Electrical Engineering
— Technology
— Technician
— Technician — Design
Mechanical Engineering Technician
— Toolmaking
— Drafting Design (CAD/CAM)

English and Liberal Studies Division
Dance Training
Theatre Arts

Fashion Division
Apparel Management
Creative Fashion Design
Jewellery Arts
Jewellery Repairs
Gem Setting
Commercial Ceramics
Hand Engraving
Clockmaking
Watchmaking
Furniture Production and Design

Graphic Arts Division
Printing Technology
Printing Technician
Graphic Design

Hospitality Division
Culinary Management
Hotel Management
Chef Training (Pre-Employment)
Food and Beverage Management

Mathematics and Science Division
Energy Conversion Technology

We also have more than 60 shorter certificate programs offered throughout the year in: trades and technology, health, business, community services, hospitality, fashion, graphic arts, driver training, academic upgrading and language training.

For more information, call 967-1212 and ask for Information Services.

Condominiums CE 869

Before you buy, explore the multifaceted condominium approach to living in Metro; its various styles, the advantages and disadvantages; its differences in comparison to buying a single family dwelling. Topics covered include: how to choose a good building, what is a good investment, financing, price ranges, cooperatives, and trends in the Metro area.
Instructor: Marilyn Rothman

Sat. 10 a.m. to 3 p.m. St. James Campus
5 hours Fee: $21.00 Materials: $3.00
March 23

How to Buy an Investment Property RE 807

Prerequisite: Buying Your First Home (or Equivalent) — RE 801.
This course covers two important areas which every investor, or investor-to-be, should consider before making the decision to buy a residential investment property (residential property being defined as: condominiums, detached residences, duplexes, triplexes).

Part A
The financial benefits and income tax implications of buying an investment property. A chartered accountant conducts this segment of the course.

Part B
Financing an investment property, including: how to shop for a mortgage, cost and type of mortgages and methods of repayment. Also included is an examination of the responsibilities of the landlord and tenant.

Instructor: Marilyn Rothman

Sat. 10 a.m. to 3 p.m. St. James Campus
5 hours Fee: $45.00 Materials: $5.00
March 9

The Condominium Director CES 814

Course Content: The Condominium Director is being offered in cooperation with the Canadian Condominium Institute, the national association of condominium owners, managers, developers and corporations.
The course focuses on the following topics: an introduction to the Condominium Act; reserve funding; condominium insurance; accounting and budgeting; human relations and communications; planning effective meetings; declarations, by-laws, rules and regulations; and the directors' role.

Sat. 9 a.m. to 4 p.m. St. James Campus
24 hours Fee: $100.00
January 26 to February 16

For further information, please call the Continuing Education and Marketing Division, 967-1212, ext. 3242.

Toronto

How Toronto Grew CE 852

From the beginning, the City of Toronto has been a fascinating mixture of old and new, persistence and change. In this course, the City's development is treated in four stages: the colonial city (1793-1830), the commercial city (1850-1890), the industrial city (1890-1950), the management and control centre (1950-present). At each stage, the city's buildings, economy, contributing social groups and townscape are considered. The lectures are illustrated by slides, maps and photographs. Students participate in group discussion and basic research exercises.
Instructor: Gunter Gad is Associate Professor of Geography at the University of Toronto and past chairman of its Urban Studies Program.

Thurs. 7:30 to 9:30 p.m.
Enoch Turner Schoolhouse
10 hours Fee: $40.00
February 7 to March 7
Register at St. James Campus.

Fitness and Sports

Tennis (Beginners) TENN 800

Course Content: Learn the art of playing tennis. A beginning game of tennis requires skill on four basic strokes
— forehand, backhand, volley, serve
— plus footwork.

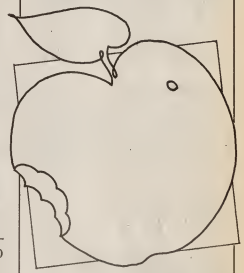
Fri. 6 p.m. to 8 p.m. Kensington Campus
16 hours Fee: $37.00
January 18 to March 8
March 29 to May 24

Tennis (Intermediate) TENN 802

Course Content: Practical skills required for participation at an advanced level are stressed, including the volley, different hits, footwork and methods of analyzing the sport.

Wed. 6 to 8 p.m. Kensington Campus
16 hours Fee: $37.00
January 16 to March 6
March 27 to May 22

NewYork
FASHION TOUR



May 7 - 10, 1985

George Brown College in co-operation with Mohawk College, is offering a Fashion Tour of New York City. The tour will include visits to fashion and manufacturing establishments, shopping, sightseeing and a Broadway show. Limited enrolment.
For further information call
967-1212
ext. 3239/41.

George Brown The City College
Mohawk College

Tennis (Advanced) TENN 804

Course Content: Advance your knowledge and skills in tennis, with special attention given to forearm, backhand and serving plus tennis strategy.

Wed. 8 to 10 p.m. Kensington Campus
16 hours Fee: $37.00
January 16 to March 6
March 27 to May 22

Yoga YOGA 800

The scientific technique of traditional Yoga presented in this course will cover physical culture Asana; Pranayama — breathing; meditation — mind-training. This ancient technique concentrates on individual self-development for perfect physical and mental well-being. It is strictly individual and teaches methods for independent use.

Wed. 7 to 9 p.m. Casa Loma Campus
24 hours Fee: $44.00
January 16 to April 18

General Fitness FIT 800

Course Content: This is a coeducational fitness program designed to improve all components of your physical fitness. Each class is accompanied by music and concentrates on your cardiovascular system, as well as your strength, flexibility and muscular endurance.

Mon. and Thurs. 7:30 to 8:30 p.m.
Casa Loma Campus
28 hours Fee: $48.00
January 14 to April 18

Ontario Hunter Safety Course CES 811

A preparatory course to writing the Hunting Licence Examination of the Ontario Ministry of Natural Resources. The course is mandatory for all applicants who were born after December 31, 1954. The course includes: an introduction to hunter safety and ethics; gun parts; gun carries (safety and control); game laws and regulations; hunter, farmer, landowner regulations; game identification; methods of hunting; ammunition identification; field handling (fences, obstacles, punt, vehicle); firearms and boat safety.
The course concludes with a mock examination similar in style and content to the Hunting Licence Examination.
Instructor: Doria Ciallella

Mon. and Wed. 7 to 9:30 p.m. Casa Loma Campus
15 hours Fee: $40.00
February 11 to February or March 4 to March 20

Furniture

Furniture Finishing FURN 103X

Course Content: Surface preparation and basic colour treatments including staining and glazing; hand and spray application of varnish, shellac, and lacquer.
Students supply own materials.

Mon. and Wed. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $60.00 Equipment Fee: $15.00
January 21 to March 25

Furniture Upholstery FURN 104X

Students develop skills in re-upholstering and recovering furniture and building new furniture, starting with a frame.
Students supply own projects such as chairs, foot-stools and love seats.
Course Content: Stripping upholstery from old furniture; re-stripping and applying springs to new furniture; use of stuffings, felt and polyfoam to create appropriate shapes; cutting, matching and fitting fabrics; use of power sewing machines to sew cushions, welts, etc.; application of covering fabrics and trim.

Mon. and Wed. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $60.00 Equipment Fee: $15.00
January 21 to March 25

Etcetera

Home Video Production Techniques ELS 811

Prerequisite: Willingness to obtain video equipment for a few weeks.
Course Content: The course introduces various video formats (BETA, VHS; 1/2", 3/4", 1" and 1/4"; NTSC — PAL — SECAM) and examines their advantages and disadvantages. The theory and practice of pre-production, production, and post-production of home video tapes is work-shopped over a number of sessions. Visits are made to TV studios and community broadcast facilities. The Canadian video market is examined. Guest lecturers provide added expertise.

7 to 10 p.m. Casa Loma Campus
45 hours Fee: $90.00 Materials $10.00
February 4 to May 13

Investment Strategies CE 862

Course Content: The student will be shown how to choose among the following investments: guaranteed savings such as guaranteed investment certificates and Canada Savings Bonds; fixed-income securities, such as bonds, mortgages and annuities; equity securities, such as preferred and common shares; mutual funds and other investments such as gold and foreign exchange.
Instructor: James Chester received his MBA from York University, and has worked for many Toronto stock brokerage firms since graduating in 1976. He is an active stock and commodities trader. Jim is past Director of the Toronto Investment Dealers Association.

Thurs. 6 to 9 p.m. St. James Campus
24 hours Fee: $63.00
February 7 to March 28

The Stock Market CES 821

Millions of dollars change hands every day in the stock market. This course examines the reasons for these changes and explains how they occur. Various aspects of the market are explained including — the types of securities traded, the types of investors, how orders are placed and executed, and the types of brokers trading in the market. The crucial question of when to buy and when to sell is examined by analysing various charting methods.

Sat. 10 a.m. to 1 p.m. St. James Campus
3 hours Fee: $20.00
February 9

Silver, Gold and Precious Metals CES 820

This half-day seminar examines gold, platinum, silver and paladium as investments. Topics covered include — where they come form, how they have fared in the long run, and the factors affecting price movements. How to buy the metals is outlined, together with the various forms of metals available to the investor such as bars, certificates, Krugerrands and the Canadian Maple Leaf. Various techniques of charting are examined, including trend lines and point and figure analysis.

Sat. 10 a.m. to 1 p.m. St. James Campus
3 hours Fee: $20.00
February 16

Commodities Futures CES 819

This intensive half-day workshop introduces the novice investor to the dynamics of the commodity market. Various types of commodities are examined including — meats, grains, metals and financials. The factors affecting price movements and the types of trades possible are also outlined. Various techniques which help the investor to decide when to buy and sell are examined, including: trend lines and moving averages.

Sat. 10 a.m. to 1 p.m. St. James Campus
3 hours Fee: $20.00
February 23

the SATOK school

The remarkable father and son team of internationally acclaimed artist Ronald Satok and author/musician Michael Satok-Wolman present a creative adventure that provides interest, variety and challenge to children and adults of all ages. Part of The Satok School's excellent reputation has come from extensive work with gifted, learning disabled and physically disabled students, so that the individual attention to special needs has become part of the School's ongoing success story.

All classes take place at The Satok School located at 312 Adelaide St. W., Ste. 202 .... an attractive warehouse loft in the heart of Toronto's Queen Street arts community.

Art through Awareness and Action for juniors CES 823

This workshop series offers the student the opportunity to examine several different yet related art forms, such as movement, mime, dance and painting, simultaneously, while exploring the common roots of expression which all these art forms share. The philosophy of the Satok School stresses the "process" of creativity, providing a funfilled, warm, and supportive environment which inspires even the most skeptical about his or her own talents.

Sat. 9 to 11 a.m. Register at St. James, 20 hours
Fee: $90.00 Materials: $10.00
January 26 to March 30

Art through Awareness and Action CES 822

This workshop series offers adults the opportunity to examine several different yet related art forms, such as movement, mime, dance, and painting, simultaneously, while exploring the common roots of expression which all of these art forms share. The philosophy of the Satok School stresses the "process" of creativity, providing a funfilled, warm and supportive environment which inspires even the most skeptical about his or her own talents.

Tues. 7 to 9 p.m. Register at St. James, 20 hours
Fee: $90.00 Materials: $10.00
January 22 to March 26

For more information, please call
(416) 967-1212 ext. 3239 or 3241.

Herbs and Herbal Remedies CE 865

This course introduces participants to hundreds of herbs, their history and modern medicine's reliance on herbal cures, the effects of herbal groups on the body, and their use as preventative and curative agents. The legislation appertaining to herbs will be discussed and full coverage will be given to healers, aphrodisiacs, poisons, toxins, the recognition and discrimination of adulterated herbs. Throughout the course adequate opportunity will be given for group discussion on all aspects of the world of herbs and herbal remedies.
Instructor: Allan Bortnick is a chiropractor and naturopath who is currently practising in the Toronto area. He has done intensive study in the areas of herbology, nutrition and holistic health care, and uses herbs extensively in his practice.

Thurs. 8 to 10 p.m. Casa Loma Campus
20 hours Fee: $52.00
February 7 to April 11

The Art of Make-Up CE 868

Through practical development of a personalized basic beauty routine, learn how to correctly handle the skin. Topics include: product types, textures and effectiveness on different skin types and individual skin needs in the areas of special treatment.
The basics of colour theory and make-up techniques establish guidelines for choosing and applying background and accent make-up are included.
Instructor: Aurelia Fennema, is a specialist in teaching and developing make-up artistry programs for cosmetic companies. She has worked for many years as a consultant and demonstrator of new make-up lines.

Sat. 1 to 4 p.m. St. James Campus
12 hours Fee: $42.00
February 9 to March 2 or March 9 to March 30

Graphic Design Diploma Credits

The Visual Arts Department offers credit part-time courses in the Graphic Design Program. Credits obtained part-time are transferable to the full-time diploma program.
Courses are offered in segments to equalize the hours per semester of the full-time program.
It's designed to develop students' skills and abilities to the highest level of competence in the fields of graphic design and advertising arts. Upon graduation, students are prepared to pursue a career starting as a junior artist which leads to professional status in the advertising arts industry. The industry offers diversity and exceptional opportunities for personal and professional growth.
All applicants must submit a portfolio of five to ten samples and pass an art test. Arrangements must be made with the Visual Arts Department for an interview and art test at least two weeks in advance of the course start dates.
Graduates receive a diploma after completion of the program.
For more information, call the Visual Arts Department at 967-1212, ext. 3322.

Drawing Research DRAW 120X

Drawing exercises are carried out in various media using still life objects with emphasis on: line, proportion, shading & textures, in negative and positive form. The application of perspective will be taught in relation to interior renderings and outdoor sketching.

Two Semesters Mon. 6:25 to 10 p.m.
St. James Campus
50 hours Fee: $50.00
January 14 to April 15

Life Drawing LIFE 121X

A traditional approach to drawing based on the human figure. Understanding attitudes, positions and movements using contour, gesture, diagrammatic and progressive drawing.

Two Semesters Tues. 6:25 to 10 p.m.
St. James Campus
50 hours Fee: $50.00
January 15 to April 16

Lettering LETT 122X

A thorough exposure to lettering is given, beginning with history, current usage, terminology and family. Practical application is the keynote, commencing with pencil, proceeding to pen, brush and marker. Co-ordinated with knowledge gained, emphasis is placed on devising letters to indicate special effects.

Two Semesters Tues. 6:25 to 10 p.m.
St. James Campus
50 hours Fee: $50.00
January 15 to April 16

Design DES 123X

Prerequisite: Semester I
Two dimensional design will be explored in all its aspects. Geometric and free shapes will be used in projects involving point, line, contrast, texture, etc. Design theories are discussed in conjunction with the practical projects. Some basic advertising layouts will be developed.

Two Semesters Thurs. 6:25 to 10 p.m.
St. James Campus
50 hours/semester Fee: $50.00
January 17 to April 18

Science of Colour COLR 124X

Prerequisite: Semester I
An extensive study of the Munsell colour System will be made, rendering a colour wheel and producing various colour combinations using this system. Colour value exercises will be carried out. History of art projects are also carried out in this course.

Two Semesters Thurs. 6:25 to 10 p.m.
St. James Campus
50 hours/semester Fee: $50.00
January 17 to April 18

Graphic Reproduction Studies PRNT 125X

Prerequisites: Semester I
Students will be introduced to the theories and definitions of printing technology, typesetting, platemaking, camera work and stripping.
Practical projects based on the theoretical aspects will be developed and carried through to completion.

Two Semesters Mon. 6:25 to 10 p.m.
St. James Campus
50 hours/semester Fee: $50.00
January 14 to April 15

Illustration ILLS 128X

Students are introduced to basic illustration techniques: pencil and pen shading, drawing faces, hands, etc. From these basic exercises, students will advance to exploring commercial applications using various media.

Tues. 6:25 to 10 p.m. St. James Campus
50 hours Fee: $50.00
January 15 to April 16

Typographical Design TYPO 129X

Instruction will be given in the ordering and application of suitable typefaces, including basic measurements and copyfitting. Felt tip marker indication is stressed. This knowledge will be applied to designing with actual type.

Two Semesters Tues. 6:25 to 10 p.m.
St. James Campus
50 hours/semester Fee: $50.00
January 15 to April 16

Studio Graphics STGR 130X

Prerequisite: MECH 126X – Mechanicals.
Course Content: A continuation of MECH 126X, students utilize skills acquired in Semester I to create printed design concepts (brochrues, ads, etc.). Camera ready art will be produced for each project.

One Semester Tues. 6:25 to 10 p.m.
St. James Campus
50 hours Fee: $50.00
January 15 to April 16

Marker Rendering Techniques MRK 131X

An extensive study beginning with the correct use and the various methods of handling felt-tipped markers as they apply to layout and design problems. Both graphic and photographic rendering techniques will be thoroughly explored.

Two Semesters Mon. 6:25 to 10 p.m.
St. James Campus
50 hours Fee: $50.00
January 14 to April 15

Commercial Art

Advertising Design Basic ADES 900

Prerequisite: Interest in art.
Course Content: The course is designed to give the theories of commercial art/graphic design, along with some practical work in thumbnails, rough layouts, comprehensive layouts, mechanicals, paste-ups and colour separation by amberlith overlays.

Wed. 6:30 to 10 p.m. St. James Campus
50 hours Fee: $50.00 Materials: $25.00
January 16 to April 17

Advertising Design Advanced ADES 902

Prerequisite: Advertising Design Basic ADES 900 or experience in a related field.
Course Content: This course will cover past history and present trends of commercial art/graphic design.
The students will design and prepare camera-ready art for a number of projects at an advanced level including print media advertisements, logo designs and their application to stationery, package design, promotional design, typographical design and basic photography.
For the preparation of camera-ready art work the student will operate a stat camera and IBM composer.

Mon. 6:30 to 10 p.m. St. James Campus
50 hours Fee: $50.00 Materials: $25.00
January 14 to April 15

Airbrush Techniques AIRB 901

For beginners or advanced students.
Course Content: Fundamental working procedures, as well as advanced airbrush techniques are taught. Through example and demonstration, students will learn the proper setting up and care of equipment, including hands-on operation of the airbrush. Fine art, product rendering and advertising illustration projects are included. Students are encouraged to bring in their own work to develop and finish. Enrollment limited.

Tues. 6:30 to 10 p.m. St. James Campus
50 hours Fee: $50.00 Materials: $35.00
January 15 to April 16

Contemporary Magazine Design & Layout DES 900

Prerequisite: Basic design skills and interest in contemporary magazine design.
Course Content: This is a comprehensive course for the artist/designer interested in furthering his/her knowledge and skills in contemporary magazine design, layout and production. Areas covered include editorial layout, scheduling, production and deadlines. Actual magazines are re-designed, and students are encouraged to design new formats and systems for magazines using type, photographs, illustration and graphics.

Thurs. 6:30 to 10 p.m. St. James Campus
50 hours Fee: $50.00 Materials: $15.00
January 17 to March 21

Studio Management STBM 900

Prerequisite: Knowledge of design and freelance experience.
Course Content: This course is designed for the freelance designer, staff artist or beginning designer who is interested in running his/her design office profitably. Business aspects of design are extensively covered: pricing, invoicing, purchase orders, taxation, etc. The organization of an office, use of forms, establishing purchase order numbers and invoice numbers are also investigated.

Thurs. 6:30 to 10:00 p.m. St. James Campus
30 hours Fee: $30.00
January 17 to March 21

Audio

Basic Audio-Production Techniques ADIO 923

Course Content: Students will obtain a good understanding of recording techniques, acoustics, microphones and the preparation of slide-sound programs.
Extensive practical work is undertaken through-out the course.

Mon. and Wed. 6 to 9 p.m. St. James Campus
60 hours Fee: $110.00
April 3 to June 12

Audio Production Techniques ADIO 928

Prerequisite: Basic Audio Production Techniques ADIO 923 or similar course and/or experience.
Course Content: This course is designed to extend the working knowledge of those who have already completed ADIO 923, or have gained suitable industrial experience.
The course will be run as a workshop, with students' performance assessed upon practical assignments. Work undertaken during the course will concentrate on three major areas: sound recording and mixing; film sound recording; slide-sound productions.

Mon. and Wed. 6 to 10:30 p.m. St. James Campus
90 hours Fee: $90.00
January 14 to March 20

Screenprinting

Screen Printing (Basic) SP 901

Course Content: This course is designed as an introduction, to enable the student to complete a number of projects, such as greeting cards, T-shirts, place mats or posters, stencil cutting, colour mixing, screenmaking and handprinting.
Note: Students must provide printing surfaces other than paper. Instructor reserves the right to limit material usage.

Mon. 6 to 9:30 p.m. St. James Campus
50 hours Fee: $50.00 Materials: $45.00
January 14 to April 15

Screen Printing (Advanced) SP 903

Prerequisite: Successful completion of SP901 (Basic) or equivalent industrial experience.
Course Content: A course designed to enable the student to complete a limited number of advanced projects, such as: fine art prints, wood or plastic decoration, posters or T-shirts. Operation of process camera, line and half-tone film-making, film imposition, preparation of indirect and direct photo stencils.
Note: Students must provide printing surfaces other than paper. Instructor reserves the right to limit material usage.

Tues. 6 to 9:30 p.m. St. James Campus
50 hours Fee: $50.00 Materials: $60.00
January 15 to April 16

Signwriting

Signwriting SIGN 900

Course Content: Fundamentals of general signwriting, brush lettering, type faces, colour and layout theory, materials, and basic screen printing. The application of signwriting on masonite, plywood, metal and glass is also taught.

Tues. 6 to 9:30 p.m. St. James Campus
50 hours Fee: $50.00 Materials: $35.00
January 15 to April 16

Show Card Writing SIGN 901

Course Content: This course is designed as an introduction to show card lettering; pen lettering and the production of banners, and posters, etc. Students who have previous experience will be encouraged to do advanced work.
Some techniques covered are: pen and brush lettering, type faces, colour and layout theory and practice.

Tues. 6 to 9:30 p.m. St. James Campus
50 hours Fee: $50.00 Materials: $35.00
January 15 to April 16

Advanced Signwriting Show Card Writing SIGN 902

Prerequisite: Successful completion of Signwriting (SIGN 900), Show Card Writing (SIGN 901) or permission of the instructor.
The use of colour, layout and letter styles is studied to produce signs, show cards and displays that reflect current marketing trends. Airbrush and cut-awl machines are also used to obtain special effects. Screen printing will be introduced as a means to reproduce signs and show cards. Calligraphy is studied and practiced as it relates to the sign industry.

Thurs. 6 to 9:30 p.m. St. James Campus
50 hours Fee: $50.00 Materials: $40.00
January 17 to April 18

Visual Arts

Portrait Painting PAIN 904

Prerequisite: Basic drawing knowledge.
Course Content: This course is designed for beginners as well as for advanced students. Instruction will be given in anatomy and colour mixing pertinent to portraiture. Students will also study Old Masters techniques and work from models in any media they choose (oil, tempera, acrylic, water colour or pastel).

Wed. 6:30 to 10 p.m. St. James Campus
50 hours Fee: $50.00
January 16 to April 17

Painting and the Illustrator PAIN 905

Prerequisite: Drawing Skills — interest in Painting and Illustration.
Course Content: Through a close concise study into the history of contemporary illustration, each student is encouraged to observe the work of today's professional illustrators. Students then apply this observation directly to a practical, in-class approach on techniques, involving: watercolour, tempera, casein, gouache, acrylics and oils.
From that initial stage they advance to developing a personalized style and a greater knowledge of illustration through painting.

Wed. 6:30 to 10 p.m. St. James Campus
50 hours Fee: $50.00 Materials: $15.00
January 16 to April 17

Cartooning CART 808

Course Content: Cartooning is a course designed for your own pleasure or to add to your income. This course is for the beginner as well as persons with some experience. Cartooning is effectively used in business in all forms of advertising, sales promotion and in the entertainment field. Various cartooning techniques will be taught including creation of characters, conventional signs of cartooning and how to draw caricatures.

Wed. 6:30 to 10 p.m. St. James Campus
50 hours Fee: $68.00
January 16 to April 17

Interior Design and Decoration DES 801

Course Content: A practical course for persons interested in interior design and decoration of their homes and apartments. Topics covered are: floor plans, colour schemes, furniture layout in rooms and leisure areas, lighting, kitchen design and fabrics. Selection of furniture, drapes, carpets and other accessories for all rooms. There will be field trips plus basic exercises and projects. Exterior design will be covered for patios, sun porches and decks etc.

Tues. 6:30 to 10 p.m. St. James Campus
50 hours Fee; $65.00
January 15 to April 16

Woodcarving WOOD 800

Course Content: Properties of wood, nature of woodcarving; principles of design as applied to the materials; selection of tools are studied.
Demonstration of techniques are thoroughly explored. Students are taught a wide range of techniques such as: carving in round; relief, incised, pierced, decorative chip and gouge carving; construction arrangement of carved forms for decorative purposes; applied carving for functional objects; finishing techniques and inlay of metal in wood for jewellery and other objects. Students must supply all materials for class.

Wed. 7 to 10 p.m. Casa Loma Campus
35 hours Fee: $58.00
January 16 to March 27

Photography/ Cinematography

Introduction to Photography PHOT 800

The course offers a practical approach to the subject, and involves the student in camera work, developing, printing, dry-mounting and other techniques.
Illustrated talks cover — camera lenses, f stops and shutters, basic lighting techniques, filters and darkroom layout, etc. Owing to student demand, this course is run several times each year, but early registration is recommended.

Mon. or Tues. or Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
30 hours Fee: $53.00 Materials: $20.00
January 7, 8, 9 to March 11, 12 or 13

Intermediate Photography PHOT 801

Prerequisite: PHOT 800 — Introduction to Photography.
This course gives an intensive grounding in photographic principles with particular emphasis given to the understanding of precise exposure control. Darkroom and printing skills are explored in detail. Topics of discussion include: various black/white film processes, lighting techniques, basic colour and various creative approaches to photography. Students are expected to have their own camera systems. (A hand held light meter is not essential but would be beneficial.) Students must supply all film and paper. The College provides all processing solutions.

Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $53.00 Material Fee: $10.00
January 14 to March 18

Advanced Photography PHOT 802

Prerequisites: PHOT 801 — Intermediate Photography or equivalent experience or course.
This course is designed to improve visual articulation and provide students with advanced black and white photographic procedures.
Subjects covered include: applied lighting techniques, formal and informal portraiture, commercial studio techniques, advanced black and white film controls and darkroom techniques.

Wed. 6:30 to 9:30 p.m. St. James Campus
45 hours Fee: $79.00 Materials Fee: $10.00
January 16 to April 24

Documentary Photography PHOT 921

This Documentary Photography course provides students with an opportunity to practise and develop their photographic technical skills against a working understanding of documentary photography.
This course is designed for people with or without previous experience in photography. Each student gains additional experience be processing or printing their own negatives. The darkroom work will result in the production of a series of photographic prints covering one of two potential topics. The topics include a photographic documentation of the home or the work place. Students should expect to spend up to $50 for supplies and materials.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $60.00 Materials: $25.00
January 15 to March 19

Photographic Black and White Print Workshop PHOT 922

This workshop provides instruction and hands-on experience for those students interested in developing good black and white printing skills. Each student is instructed in the fundamentals of black and white printing techniques with a maximum amount of time available for extended darkroom work. Although beneficial, previous darkroom experience is not required.

Fri. 6 to 9 p.m. St. James Campus
30 hours Fee: $60.00 Materials: $50.00
January 18 to March 22

Photographie et Techniques de la Chambre Noir

For course description, see the Courses in French section, page 79.

Basic Cinematography CINE 922

Course Content: The student is introduced to 16mm motion picture production techniques involving basic scripting, production planning, shooting and camera positions, lighting, sound recording and mixing, editing and graphics. Course offers a practical approach to film projects and assignments. A basic photographic or super 8 knowledge will aid the student in understanding this format.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $110.00
January 15 to March 5

Cinematography CINE 925

Prerequisite: Basic Cinematography CINE 922.
Course Content; Cinematography CINE 925 is an intensive course, designed to further the experience of students who have already taken some previous course, such as Basic Cinematography CINE 922. The student taking CINE 925 will consider in greater depth the many practical aspects of motion picture technology which are involved in producing a film. Several short films will be made during the course.

Tues. and Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $155.00
April 2 to May 21

Printing Technology

Printing Technology covers all aspects of pre-press preparatory work, press operation and post-press binding and finishing. George Brown has the best-equipped facilities in Ontario and offers training in the latest printing techniques.

Mark-Up for Typesetting COMP 320X

Prerequisite: COMP 200, or COMP 330, or permission of the instructor.
Course Content: Mark-up procedures used in the commercial typesetting field. The course will include identification of the most common typefaces. Methods of determining choice of typeface and size within the range of work being considered. Terminology used in various forms of typesetting will be explained: i.e. macros, formats, explosions, etc. Writing of formats to facilitate production. Tours of progressive plant(s) may be arranged. A series of progressive assignments will be given which will involve the writing of macros. A number of assignments will be produced by a commercial typesetting house to prove the students' work.

Sat. 8 a.m. to noon St. James Campus
60 hours Fee: $60.00 Materials: $30.00
January 12 to April 27

Computer Typesetting (Keyboard Operation and Concepts) COMP 200X

Prerequisites: COMP 100X; typing at 25 wpm minimum (50 wpm is advisable if you plan to work in this field).
Course Content: Instructing a computer typesetting device by coding, formatting using macros. The work to be produced by the student ranges from straight text to tabular matter of medium difficulty. This course is an individual learning course enabling more able persons to progress at a greater speed than normal under traditional teaching methods.

Tues. and Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $45.00
January 8 to February 26

Advanced Computer Typesetting COMP 300X

Prerequisite: Completion of COMP 200X.
Course Content: Extensive exercises in various kinds of typesetting. Tabular, run around format writing, conditional control coding, format storage at keyboard, CPU storage and the advantages and disadvantages of each. Editing terminal operation and uses, i.e. global search and change, correction, storage on disc, different coding methods that produce the same result and discussions of possible advantages of each. Outside character grid work including some French language typesetting.

Mon. and Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $60.00 Materials: $45.00
March 4 to April 25

Typography I COMP 330X

Prerequisite: Preference will be given to persons employed in Graphics Arts industries.
Course Content: Definition of typography, origins of letterforms, anatomy of type, setting type, type measurement and spacing, type families. Basic design principles, shape and space, copyfitting and mark-up colour as related to printing, the translation of basic layout into printed material.

Sat. 8 to noon St. James Campus
60 hours Fee: $65.00 Materials: $25.00
January 5 to April 20

Paper and Film Assembly (Paste-up) COMP 110X

Course Content: The laying out of boards and Mylar for the assembly of typeset material, both paper and film positives. The course covers a wide variety of projects ranging from simple one colour postcards, to advanced camera-ready artwork, using Amberlith overlays for multicolour work. Ruling techniques are demonstrated.
The student will produce paper and film positives for the assignments using various darkroom techniques — negative stats being produced on a process camera. He/she will be taught the use of the Strip Printer and Compugraphic 7200 headliner machines (Phototypesetters).

Tues. and Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $45.00
January 8 to February 26 or March 5 to April 23

Film Imposition/Printing Surface Preparation PSP 100X

Prerequisite: Preference will be given to candidates employed in the graphic arts industry.
Course Content: A basic course for black and white and line colour stripping. The course introduces job planning and layout of flats containing line and half-tone negatives. Imposition is included with the preparation of folded dummies and layout sheets for various types of bookwork. Darkroom techniques for making photographic contact film and the exposing and development of presensitized offset plates are an important part of this course.

Tues. and Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $60.00 Materials: $50.00
January 8 to February 26 or March 12 to April 29

Film Imposition/Printing Surface Preparation PSP 200X

Prerequisite: Completion of PSP 100X or equivalent experience.
Course Content: Advanced techniques in black and white, line colour and four colour process stripping; contact work and making spreads and chokes, step and repeat methods and an introduction to the programming and operation of a photocomposing machine. An introduction to various types of pre-press colour proofing is also shown.

Mon. and Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $50.00
January 7 to February 25

Film Imposition/Printing Surface Preparation PSP 300X

Prerequisite: Completion of PSP 200X or equivalent experience.
Course Content: The emphasis at this level is on negative positive four colour process stripping procedures including the preparation of flats containing chokes and spreads, fake colour and colour separation. Colour charts are prepared by the student incorporating the various and repeat methods and machine photo composing.

Mon. and Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $50.00
March 11 to May 1

Machine Printing Rotogravure ROTO 200X

Prerequisite: Preference will be given to candidates with pressroom experience.
Course Content: A basic course in the fundamentals of rotogravure printing covering: safety, housekeeping, lubrication, roll feed and web tension, the printing units, services on press of air, water, gas and electrical controls, oven drying, roll rewind, circulating pump for inking system, rotogravure inks and their compatible solvents, ink viscosity measurements, doctor blade finishing, position register, substrates, running problems and corrections.

Mon. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $50.00
January 21 to April 29

Machine Printing Rotogravure ROTO 300X

Prerequisite: Completion of ROTO 200X or permission of instructor.
Course Content: An advanced course in rotogravure printing with exercises in multicolour and four colour process pirnting, colour mixing, ink formulation for process printing and theory of electronic register control.

Tues. 6 to 10 p.m. St. James Campus
60 hours Fee $60.00 Materials: $50.00
January 22 to April 30

Photomechanical Reproduction CAM 100X

Prerequisite: Preference will be given to candidates employed in the graphic arts industry.
Course Content: A basic course for black and white camera covering the operation of process cameras, calibration of process cameras and darkroom equipment for line, fine-line and half-tone negatives, application of coloured filters and the use of panchromatic film, making photographic contacts and duplicates; theory of photographic lenses, light sources, film emulsions, processing solutions and machine processing.

Tues. and Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $60.00 Materials: $50.00
January 8 to February 26 or March 12 April 30

Photomechanical Reproduction CAM 200X

Prerequisite: Completion of CAM 100X or equivalent industrial experience.
Course Content: Advanced course in half-tone photography and machine processing. Includes operation, maintenance and control of film processors, use of reflection and transmission densitometers; calibration of various types of contact screens to camera and processing conditions; making duo-tones and other techniques; introduction to colour separation procedures.

Mon. and Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $50.00
January 7 to Febraury 25

Photomechanical Reproduction CAM 300X

Prerequisite: Completion of CAM 200X or equivalent experience.
Course Content: Designed for students with line and half-tone experience. Covers direct and indirect colour separation procedures by various methods; colour correction by photographic masking; basic colour theory; making screened positives and contrast control using CC filters. Also includes the operation and control of film processors, densitometers, enlargers and related equipment.

Mon. and Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $50.00
March 11 to May 1

Photomechanical Reproduction — Scanner CAM 330X

Prerequisite: Completion of CAM 300X or equivalent trade knowledge.
Course Content: Principles of scanning, E & D curve and other sensitometric applications; gradation and colour computer, screening, proofing, future trends.

Tues. and Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $60.00 Materials: $50.00
January 8 to February 26

Introduction to Printing Processes COMP 106X

The course is intended for persons employed in copy preparation offices, editorial work and in fields where knowledge of the production of printed material would be desirable; or, for persons wishing an overview of the printing trades prior to deciding on further studies in the different skills taught by the College.
Course Content: Information is presented via lecture and demonstration about the major techniques involved in the printing of material. Instructors in the different production areas discuss and demonstrate their specialty allowing, as far as possible, free exchange among class members regarding problems peculiar to the given subject. The areas involved are copy preparation, typesetting, process camera, layout and platemaking, letterpress, flexography, rotogravure and offset lithographic machine printing and bindery and finishing techniques, estimating and office procedures.
A mark is not issued for this course, however, College records will be kept on a student's completion or non-completion based on an attendance of not less than 60% of allotted class time.

Mon. 6 to 10 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $15.00
January 7 to March 11

Machine Printing — Offset LITH 100X

Course Content: A basic course in the fundamentals of offset lithography (using 10" x 15" presses) covering feeding, register, dampening systems, ink control and running of one colour and two colour projects. This course leads to LITH 105X — Machine Printing Offset.

Mon. Tues. or Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $60.00 Materials: $50.00
January 8, 10 or 21 to April 16, 18 or 29

Machine Printing — Offset LITH 105X

Prerequisite: Successful completion of LITH 100X or permission of instructor.
Course Content: An advanced course in offset lithography using multilith presses covering feeding, dampening systems, colour control, and introduces the operations of the T51 two colour unit for the printing of multi-colour projects. This course leads to LITH 110X.

Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $50.00
January 9 to April 17

Machine Printing — Offset LITH 110X

Prerequisite: Successful completion of LITH 105X or permission of instructor.
Course Content: Offset lithography on single colour, Heidelberg, Harris, Solna and Miehle presses. Good housekeeping, safety, measuring instruments and devices for pressmen. Cylinder arrangements, dampening systems both alcohol and conventional, inking, register systems, paper and ink as related to the pressman. The operation of a single colour press running one and two colour projects. This course leads to LITH 210X or LITH 230X.

Tues. or Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $50.00
January 8 or 9 to April 16 or 17

Machine Printing — Offset LITH 210X

Prerequisite: Successful completion of LITH 110X or permission of instructor.
Course Content: An intermediate course in offset lithography on single colour Heidelberg, Harris, Miehle and Solna presses. This course will include one colour and multi-colour projects. Also, introduction of colour control using the densitometer. This course leads to LITH 220X.

Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $50.00
January 10 to April 18

Machine Printing — Offset LITH 220X

Prerequisite: Successful completion of LITH 210X or permission of instructor.
Course Content: An advanced course in offset lithography on two-colour 29" Harris and 38" Miehle presses covering; fundamentals of two-colour offset lithography, feeding, register systems, inking systems, dampening systems and cylinder arrangements. Also included is press familiarization, theory and practical application of two-colour offset printing, and a four-colour process project.

Tues. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $50.00
January 8 to April 16

Machine Printing — Web Offset LITH 230X

Prerequisite: Successful completion of LITH 210X and permission of instructor.
Course Content: A basic course in the fundamentals of web offset printing. This course will cover the orientation and operation of the Solna Commercial III web offset press (36" x 22¾" cutoff) which will include the following: plate bending, plate packing, premakeready, web-up, damp-up and ink-up procedures. Pressroom safety and good housekeeping, roll stand tension control, shafting and installing new rolls, folder familiarization, makeready press for one colour two-sided job and tabloid folded segment.

Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $50.00
January 9 to April 17

Machine Printing — Web Offset LITH 330X

Prerequisite: Successful completion of LITH 230X and permission of instructor.
Course Content: An intermediate course in web offset printing using the Solna Commercial III web offset press (36" x 22¾" cutoff). This course will cover a review of LITH 230X and will include the makeready and running of more complex projects. This course will also include make ready and running one colour two-sided with ¼ fold, changeover to two web operation tabloid fold (blank stock), make ready and run double parallel fold and one colour two sides (one web); make ready and run double parallel fold, two colours on two sides (one web).

Tues. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $50.00
January 8 to April 16

Binding and Finishing BIND 125A-B, BIND 225A-B, BIND 325A-B

Prerequisite: Elementary mathematics.
Course Content: Use of a selection of the following equipment with the aim of giving the student a thorough understanding of it.
Programmable Guillotines Polar Gergek
Computerized cutter control (on Polar 45¼" and Seybold 42")
Baum Folder — Pile Feed (17½" x 22½" and 20" x 26")
Baum Folder — Continuous Feed (26" x 40")
Stahl Folder — Buckle/Knife — Pile Feed (20½" x 31½")
Mueller Sütcher/Trimmer
Christensen Gang Sütcher
Bostitch 19E Stitcher
Brehmer Stitcher
Müller Gathering Machine — Type 201
Mueller Pony 5 Roto-Binder
Smyth No. 12 Book Sewers
Smyth No. 38 Rounding & Backing Machine
Smyth No. 24 Casing-In Machine
Smyth No. 1 Casemaker
Kabar Di-Electric Heat Sealing Machine
Foil Stamping Machine
Nygren-Dahly Rotary Perforator
Challenge Paper Drills
Cerlox — Table Top Combo
Book Back Stripper — Table Top
Schaefer Gluer — Table Top
Casemaking Gauge
Hickock Standing Press
Hand Sewing Frames
Because each major machine requires nearly 60 hours of instruction, the course certificates are subdivided into the following categories. Minor skills and machines are taught as supplements in each category.

BIND 125A BIND 125B
BIND 225A BIND 225B
BIND 325A BIND 325B

Mon., Tues., Wed., Thurs. or Sat.
St. James Campus
60 hours Fee: $60.00
January 7 to April 15

Note: *Handbinding/Book Repair is offered on Mon., Tues. and Thurs. nights only.*

For more information *or to register for bindery courses, please call the Bindery Department at 967-1212, ext. 3256.*

Post Diploma Nursing Certificates

RN Critical Care Nursing

Nightingale Campus NU 400
Prerequisite: Current Certificate of Competence, College of Nurses of Ontario or, if, from out-of-province, eligibility for registration in Ontario; current nursing experience in an active treatment centre; Basic Rescuer Certificate, Canadian Heart Foundation; attendance at an Information/Selection session.
The goal of this program is to prepare registered nurses to give competent care to critically ill individuals and their families.
The program is organized in two phases, each consisting of a theory and a clinical component. In Phase I, the focus is on learning core concepts of critical care nursing through a study of the stable, critically ill individual. In Phase II, a case study format is used to build upon the core concepts and focus upon the unstable, critically ill individual suffering from complex, multisystem problems.

Theory includes:
- advanced anatomy and physiology of the vital systems (i.e.) cardiovascular, respiratory, renal, nervous and endocrine
- pathology of selected diseases including medical assessment and management
- nurse's role re selected assessment and supportive measures (e.g.) electrocardiogram, hemodynamic monitoring, venipuncture, intracranial pressure monitoring, ventilators
- systematic nursing assessment of all body systems
- use of nursing process in the critical care setting
- relevent medical-moral issues
- legal aspects of critical care nursing
- ways to promote communication and group process and prevent stress and burn-out

Clinical practice is arranged in one of the downtown Toronto hospitals.
Advanced standing may be granted for parts of the program, based on study at another educational institution and/or related work experience. A certificate is awarded for successful completion of all 10 courses (ie. NEUR 404, NEUR 405, NURS 939, NURS 941, NURS 943, HUMN 402, NURS 940, NURS 942, CCN 403, CCN 404).
This program is also offered full-time. For more information call 967-1212, ext. 4220/4221.

Phase I

Neurosurgical/Neurological & Gastrointestinal Nursing: Theory NEUR 404

This course provides the theoretical knowledge for the Registered Nurse to care for critically ill but stable individuals suffering from selected, common disorders of the central nervous system and the gastrointestinal system.
Theory includes anatomy and physiology, pathotherapeutics, medical assessment and management, nursing assessment and management, selected skills and selected medical-moral issues.

Starts September/85

Neurosurgical/Neurological & Gastrointestinal Nursing: Practicum NEUR 405

Prerequisite: Successful completion of NEUR 404 or credit for same.
This course provides an opportunity for the registered nurse to apply knowledge while planning and giving care to critically ill, relatively stable individuals suffering from selected, common disorders of the central nervous and gastrointestinal systems.

Starts Fall '85

Cardiovascular Nursing — Theory NURS 939

Course Content: This course provides the theoretical base for Registered Nurses to effectively use the nursing process in the management of critically ill, stable patients suffering from selected cardiovascular system disorders. Theory includes: relevent cardiovascular anatomy and physiology, pathophysiology, medical and nursing assessment and management.
Selected skills include interpretation of basic arrythmias and hemodynamic monitoring.

Starts Fall '85

Cardiovascular Nursing — Practicum NURS 940

Prerequisite: Successful completion of Cardiovascular Nursing: Theory NURS 939 or credit for same.
Course Content: This course provides an opportunity for Registered Nurses to use the nursing process in the clinical setting in the management of critically ill, stable individuals suffering from selected cardiovascular system disorders.

Mon. to Fri. 7 hrs. daily Hospital as posted
70 hours Fee: $70.00
March 11 to March 22

Respiratory Nursing — Theory NURS 941

This course prepares the Registered Nurse to use the nursing process in the management of critically ill, stable patients suffering from selected common, respiratory system disorders.
Course Content: In this course, a review and update of anatomy and physiology form the basis for a study of selected respiratory system pathophysiology. Relevent medical and nursing assessment and management are included.
Nursing content focuses upon the effective use of nursing process and learning the basis and method of selected technologies, e.g. modes of oxygen delivery, chest tube management, ventilators.

Wed. 9 a.m. to 4 p.m. Nightingale Campus
24 hours Fee: $24.00
January 9 to February 27

Respiratory Nursing — Practicum NURS 942

Prerequisites: Successful completion of NURS 941 or credit for same.
This course provides an opportunity for registered nurses to assess, plan and give care to critically ill, stable patients suffering from selected common respiratory system disorders.
Working in a critical care setting, the nurse has an opportunity to use nursing process effectively and master selected technologies, e.g. oxygen delivery modes, chest tube management, ventilators.

Mon. to Fri. 7 hrs. daily Hospital as posted
35 hours Fee: $35.00
March 4 to March 8

Renal Nursing — Theory NURS 943

This course prepares registered nurses to use the nursing process in the management of critically ill, stable patients suffering from selected common disorders of the kidneys.
Course Content: Starting with a review and update of renal anatomy and physiology, this course provides the theoretical basis for nursing the patient suffering from acute renal failure. Content includes pathophysiology and medical and nursing assessment and management. The use of peritoneal dialysis and hemodialysis is discussed.

Starts Fall '85

Nursing Issues & Values HUMN 402

The group process portion of this course focuses on understanding human behaviour. It explores and analyses communication techniques and emphasizes listening skills, non-verbal cues and assertiveness. Opportunities to practice these skills are provided in the classroom setting.
In the value system portion, the learner explores ethical and moral issues and the implications of these in current nursing situations in an attempt to enhance personal and professional growth. Content includes the study of value systems, relevant law and the issues of truth, confidentiality and consent.

Wed. 9 a.m. to 12:30 p.m. Nightingale Campus
20 hours Fee: $20.00
January 16 to February 20

Phase II

Critical Care Nursing: Theory-Advanced CCN 403

The focus in this course is upon the development of knowledge and skills necessary for the registered nurse to care for the unstable critically ill patient with multisystem problems in a sophisticated critical care setting. Core concepts remain the same, but are explored in greater depth.
Content is presented in a case study format — situations in which complicated, multisystem, interrelated patient problems are analyzed. Relevant pathophysiology, assessment, medical and nursing interventions are studied.
Opportunity is provided to consider principles of leadership and to develop teaching skills. Related nursing skills are obtained through practice in the clinical laboratory. Time is provided for goal-directed, independent study.

Wed. 8 a.m. to 4:30 p.m. Nightingale Campus
100 hours Fee: $100.00
March 27 to July 10

Critical Care Nursing: Practicum-Advanced CCN 404

Prerequisites: Successful completion of all Phase I courses and of CCN 403.
This course provides for the clinical application of theory and skill obtained in Critical Care Nursing: Theory — Advanced. Care is given to patients who are critically ill with complex multisystem problems and who require sophisticated assessment and supportive tools.

Mon. to Fri. Hospital as posted
165 hours Fee: $165.00
Fall 1985.

RN Neonatal Intensive Care Nursing NU405

Prerequisites: Current Certificate of Competence, College of Nurses of Ontario, or if from out of province, eligibility for registration in Ontario; current nursing experience in the area of perinatology (ie. obstetrics, nursery, N.I.C.U.), Basic Rescuer Certificate, Canadian Heart Foundation.
This program prepares the registered nurse to provide comprehensive care to critically ill newborns in an intensive care setting and to their families.
Theory includes:
- current concepts of perinatal nursing and high risk pregnancy
- neonatal physiology, including indepth embryology
- problems of the premature and low birth weight infant and the follow up care provided
- care required prior to and during transportation of the newborn
- intervention available to critically ill infants with specific neonatal problems (genetic, congenital, respiratory)
- emotional care to the family of the high risk newborn and to the health care provider

Practicum includes:
- participant observation in high risk labour and delivery and antepartum units
- total care of the critically ill newborn including assisted ventilatory care
- use of advanced monitoring and diagnostic equipment
- operating room observation with pre- and post-op care
- blood sampling and intravenous insertion experience
- participation with the transport team
- laboratory and x-ray interpretation
- care of the family of the critically ill infant

Clinical practice with critically ill neonates is given in the Neonatal Intensive Care Unit at The Hospital for Sick Children.
A certificate is awarded for successful completion of all six courses of the program (ie. NURS 938, NEO 412, NEO 413, NEO 414, NEO 415, NEO 416).
The program is also offered on a full-time basis, starting in September and February. For further information call 967-1212, ext. 4220 or 4221.

Introduction to Perinatal Nursing NURS 938

Course Content: This course provides the registered nurse with knowledge and understanding of perinatology and the role of the nurse in this field. Content covers: analysis of the concept of family-centered care; stresses which affect the childbearing family and their caretakers; identification and assessment of the psychosocial and physiological risk factors; clarification of personal values, and ethics of perinatal care.

Alternate Tues. & Thurs. 0900-1600 hrs.
Nightingale Campus
55 hours Fee: $55.00
Starts Fall '85

Neonatal Intensive Care Nursing I: Theory & Labs NEO 412

Prerequisite: NURS 938 — Introduction to Perinatal Nursing.
Course Content: This course deals with the nursing management of the normal and stable critically ill newborn and his/her family. It covers physical and psychosocial needs of the premature and low birth weight neonate; conditions which may adversely affect the newborn and appropriate nursing prevention/intervention. Skills in assessment of the newborn and supporting the premature or low birth weight newborn are developed.

Alternate Tues. & Thurs. 0900-1600 hrs.
Nightingale Campus
65 hours Fee: $65.00
Starts Fall '85

Neonatal Intensive Care Nursing I: Practicum NEO 413

Prerequisite: NURS 938 — Introduction to Perinatal Nursing; NEO 412 — Neonatal Intensive Care Nursing I: Theory & Labs.
Course Content: This course provides experience in the neonatal intensive care setting permitting the student to work with the normal and stable critically ill infant and his family and to demonstrate comprehensive nursing care. Skills which are mastered in this experience include: the physical assessment of the newborn, interpretation of commonly utilized laboratory values and maternal-fetal history-taking.

Mon. to Fri. Hospital as posted
60 hours Fee: $60.00
January 28 to February 8

Neonatal Intensive Care Nursing II: Theory & Labs NEO 414

Prerequisites: Successful completion of NURS 938, NEO 412, NEO 413 or credit for same. Based on pathotherapeutics and medical management of the unstable, critically ill newborn, this course covers the comprehensive nursing care of the newborn and his/her family including follow-up care after hospitalization. An important section of the course is the development of advanced skills in assessment and nursing care.

Alternate Tues. & Thurs. 9 a.m. to 4 p.m.
Nightingale Campus
70 hours Fee: $70.00
February 14 to June 6

Neonatal Intensive Care Nursing II: Pathotherapeutics NEO 416

Prerequisites: Successful completion of NURS 938, NEO 412, NEO 413 or credit for same. This course deals with the pathology, medical diagnosis and management of major health deviations of the unstable, critically ill neonate from a systems approach.
Transport of the ill neonate and implications for care are included.

Alternate Tues. & Thurs. 9 a.m. to 4 p.m.
Nightingale Campus
40 hours Fee: $40.00
February 14 to June 6

Neonatal Intensive Care Nursing II: Practicum NEO 415

Prerequisites: Successful completion of NURS 938, NEO 412, NEO 413, NEO 414, NEO 416 or credit for same.
Course Content: This course provides a concentrated experience in the neonatal intensive care units so that the registered nurse is able to master the necessary advanced skills and give safe, competent care to the unstable, critically ill neonate and his/her family.

Mon. to Fri. 8 hours daily Hospital as posted
160 hours Fee: $160.00
June 10 to July 5

NOTE: *We are developing a program in Maternal High-Risk Nursing, to begin Spring or Fall '85. For information call 967-1212, ext. 4220.*

RN Operating Room Nurse

NU 401

The goal of this program is to prepare registered nurses to function competently as team members in an operating room.
The program is organized in three sections or phases. Phase I consists of six weeks of theory including:
- Relevant anatomy and physiology
- Principles of asepsis
- Duties of scrub and circulating nurses
- Intensive study of surgical interventions, their indication(s) and complication(s)

Phase II is a ten-week practicum. During this time, the student rotates through several services, (i.e.) General Surgery, Gynecology, Urology, E.N.T., Orthopaedics, Plastics, Ophthalmology and has observational experiences in Neurosurgery and Cardiovascular surgery.
Clinical practice is arranged in one of the downtown Toronto hospitals.
Phase III is three weeks in length. The focus is management of organizational behaviour to prepare nurses to function as first level supervisors. The content includes management theory based on a behavioural human-relations framework, an exploration of research methodology and a study of teaching-learning principles and their application.
A certificate is awarded for successful completion of all four courses (i.e. — ORN 400, ORN 401, ORN 402, HUMN 402).
Prerequisites: See R.N. Critical Care Nursing.
This program is also offered full-time. For more information please call 967-1212, ext. 4220/4221.

Operating Room Nursing: Theory and Labs

ORN 400

This course provides a study of the principles and practices of aseptic technique and surgical techniques essential for the nurse to function as a member of a surgical team.
Relevant anatomy, physiology and pathophysiology are presented. Basic aseptic technique skills are practiced in the clinical laboratory.

Starts Fall '85

Operating Room Nursing: Practicum

ORN 401

This course provides clinical application of the aseptic and surgical techniques learned in Operating Room Nursing; Theory & Labs. It consists of hands-ons practice and observational experiences during planned rotations in the various surgical specialties.

Mon. to Fri. Hospital as Posted
300 hours Fee: $300.00
April 15 to June 14

Operating Room Nursing: Organization and Management

ORN 402

This course presents the concepts of organization and management preparing nurses to function effectively in team or leadership roles in an operating room setting. Included also is a study in the nursing research process to explore research methodology for improving patient care.
Opportunities to study teaching methods and teaching skills are presented.

Note: *Registered nurses currently working in on operating room may apply for this course.*

Tues. 9 a.m. to 4 p.m. Nightingale Campus
60 hours Fee: $60.00
May 14 to July 16

Nursing Issues and Values

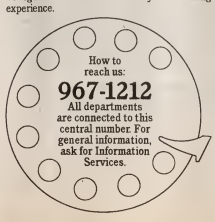
HUMN 402

The group process portion of the course focuses on understanding human behaviour. It explores and analyses communication techniques and emphasizes listening skills, nonverbal cues and assertiveness. Opportunities to practice these skills are provided in the classroom setting.
In the value system portion, the learner explores ethical and moral issues and the implications of these in current nursing situations in an attempt to enhance personal and professional growth.
Content includes the study of value systems, relevant law and the issue of truth, confidentiality and consent.

Tues. 9 a.m to 11 a.m. Nightingale Campus
20 hours Fee: $20.00
January 8 to March 5

RN Rehabilitation Nursing

The goal of this program is the acquisition of rehabilitation knowledge and skills in order to work with the individual who is physically disabled and/or has long-term health care needs.
Prerequisites: Current Certificate of Competence, College of Nurses of Ontario. One year of nursing experience.



Rehabilitation Nursing: Theory

REHN 401

This course provides basic theoretical knowledge for the registered nurse to work with individuals who are physically disabled and/or who have long-term health care needs.
Content includes development of a personal philosophy of rehabilitation and the identification and application of principles of adult learning and change theory. The nursing process forms a framework for the assessment of common physical and psychosocial needs of the long-term patient. The application of principles of rehabilitation nursing in areas such as neurology, long-term illness, orthopedics and ophthalmology is stressed.

Wed. 1800-2100 hrs. Place to be announced
60 hours Fee: $60.00
Starts September/85

Rehabilitation Nursing: Practicum

REHN 400

This course gives the registered nurse an opportunity to apply theory and gain increased clinical competence when providing direct care to individuals who are physically disabled and/or have long-term health care needs.

Mon. to Fri. Hospital as posted
60 hours Fee: $60.00
Dates to be announced.

RN Occupational Health Nursing

The Collaborative Community College Program for Occupational Health Nurses

NU 408

This academic year, George Brown College is scheduled to offer one of the ten courses in this program.
Prerequisite: Current Ontario Certificate of Competence; one year accumulated experience in nursing within the last 5 years. Preference given to nurses currently employed in Occupational Health Nursing. For more information call 967-1212, ext. 4220/4221.

Statistics

NURS 928

Course Content: This course stresses utilization of the research process. Emphasis is on practical rather than theoretical considerations. Content centres around basic statistics which can be used to interpret and discuss the validity of statistical studies and/or to carry out basic statistical research in the occupational health field.

Wed. 6 to 9 p.m. Nightingale Campus
30 hours Fee: $30.00
January 23 to March 27

Nursing: Non-Credit Courses

Understanding Fluid and Electrolyte Imbalance

NURS 932

Prerequisite: Basic course in anatomy and physiology.
Course Content: This course covers the basic factors involved in maintaining normal fluid and electrolyte balance and relates such understanding to the areas of disease and the treatment of the patient.
Topics Include: Replacement fluid therapies, hyperalimentation, dialysis, and monitoring methods employed in the hospital are studied. Lab test results and relevant case histories are analyzed.

Tues. 7 to 9 p.m. Nightingale Campus
15 hours Fee: $15.00
February 26 to April 9

Cardiovascular Physiology and Pathology

NURS 934

Prerequisite: Basic course in anatomy and physiology.
This course teaches students to know cardiovascular physiology and to apply this knowledge to common pathological conditions and treatment modalities.

Tues. 7 to 9 p.m. Nightingale Campus
15 hours Fee: $15.00
April 16 to May 28

Physiology of the Endocrine System

NURS 919

Prerequisite: Basic course in anatomy and physiology.
Course Content: This course is concerned primarily with the physiological regulation and control of different metabolic processes occurring within the body. Relevant topics in pathophysiology will be included in the content.

Tues. 6 to 9 p.m. Nightingale Campus
21 hours Fee: $21.00
January 8 to February 19

Blood and Immunity

NURS 904

Prerequisite: Basic course in anatomy and physiology.
Course Conetnt: This course focuses upon an indepth study of the constituents of blood with special emphasis on erythropoiesis, phagocytosis, antibody production, immunity, the clotting process and blood groups. Topics in pathophysiology are included.

Thurs. 7 to 9 p.m. Nightingale Campus
13 hours Fee: $13.00
February 28 to April 4

Understanding the Electrocardiogram

NURS 921

Prerequisite: Basic course in anatomy and physiology.
Course Content: The electrocardiogram is an essential assessment tool in the management of arrhythmias.
This 16-hour introductory course is designed to provide a basic introduction to the systematic analysis of single lead cardiac monitor strips. Emphasis is placed upon recognition of normal sinus rhythm strips and of dysrhythmias arising from the atria, the atrioventricular node and the ventricles. The course format provides opportunities for student participation in discussion and practice sessions.

Thurs. 6 to 8:30 p.m. Nightingale Campus
16 hours Fee: $16.00
January 17 to February 28

12-Lead ECG: Analysis & Interpretation

NURS 933

This is an advanced course in electrocardiogram analysis and interpretation. The course is designed to provide the learner with knowledge of the heart and its electrical activity and with the skills necessary for analysis and interpretation of normal and selected abnormal 12-lead electrocardiograms (ECG). Topics include myocardial ischemia and infarction, ventricular hypertrophy and atrial enlargement, pericarditis, pericardial effusion, intraventricular conduction defects, aberrancy, myocardial aneurysm, electrolyte abnormalities and drugs. Emphasis is placed on a systematic approach to 12-lead ECG analysis. The course includes formal learner participation in discussions, practical work with 12-lead ECG's, periodic quizzes and a final exam.
Prerequisites: • Registered nurse or medical doctor
• Recent basic course in arrhythmias and/or recent experience working with cardiac monitors.

Tues. 6 to 8:30 p.m. Nightingale Campus
24 hours Fee: $24.00
January 15 to March 5/85
March 26 to May 14/85

Respiratory Nursing

NURS 944

Prerequisite: Current Certificate of Competence (Nursing), College of Nurses of Ontario and one year of current nursing experience in an acute care setting.
Course Content: This 45-hour course is a collaborative course developed by George Brown College and the Wellesley Hospital. The aim of the course is to provide nurses currently working in acute and intensive care settings with in-depth theory and current technologies in the management of the patient with respiratory problems. An in-depth review of anatomy and physiology forms the basis for a study of selected respiratory system pathophysiology and related medical assessment and management. Nursing content focuses upon the effective use of nursing process and mastering of selected technologies. Successful completion of this course counts as credit toward completion of Phase I of the Critical Care Nursing program.

Wed. 6 to 9 p.m. Nightingale Campus
45 hours Fee: $45.00
January 16 to April 24

Physical Assessment

NURS 931

Prerequisite: Current Certificate of Competence, College of Nurses of Ontario.
This course is designed to assist the Registered Nurse to develop basic skills in the physical assessment of adults. It includes a review of history-taking and recording, uses a systems approach to physical examination and a problem-solving approach to patient care. Emphasis will be placed on recognition of the range of normal findings with some discussion of common abnormalities. Lectures will be augmented by demonstration of techniques and each class includes a practice session in which every student is expected to participate. In depth review of relevant anatomy and physiology will be the students' responsibility.

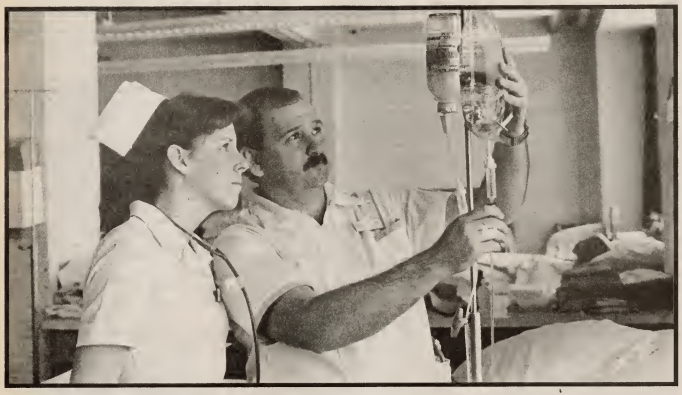
Mon. 6:30 to 9:30 p.m. St. James Campus
(Register at Nightingale Campus)
36 hours Fee: $36.00
January 21 to April 8

Pharmacology for Registered Nurses

PHAR 900

The purpose of this course is to assist registered nurses to update knowledge in pharmacology. Content includes a review of the basics of pharmacology; sources of information about drugs; drug classification into groups; study of groups according to effect/action, uses, side and toxic effects, and implications for administration. Content is presented through lectures, discussion and individual study.

Mon. 5:30 to 8:30 p.m. Nightingale Campus
45 hours Fee: $45.00
January 21 to April 29



R.N. Examination Review NURS 927

The aim of this course is to assist graduate nurses to prepare to write nurse registration examinations in Ontario. Content of the course consists of: a review of the most frequently encountered nursing situations in medical, surgical, maternity, pediatric and psychiatric nursing — presented in seminar format; guidelines re how to write multiple choice examinations and practice writing comprehensive examinations similar to provincial registration examinations.

Mon. and Thurs. 6 to 9 p.m.
Nightingale Campus
54 hours Fee: $54.00
March 11 to May 9

Refresher for the Registered Nurse/Upgrading for the Graduate Nurse (NU402)

This full-time program is designed to meet the needs of nurses either to refresh before returning to active practice or to upgrade prior to writing Ontario nurse registration examinations.
The core course, "Review of Basics to Nursing," consists of theory only to update selected knowledge and skills and so form a basis for ongoing study in the options. The four (4) options, (i.e.) Maternity Nursing, Medical-Surgical Nursing, Pediatric Nursing and Psychiatric Nursing, provide theory with relevent clinical practice. Following completion of the core course, the student may select one or more of the options based on individual need(s) and/or interests.
For start dates and further information, please call ext. 4220 or 4221.

Registered Nursing Assistants

R.N.A.: Rehabilitation Nursing — Theory NURS 937

The focus of this course is understanding the needs of the individual who is physically disabled or has long-term health problems and the implications for the Registered Nursing Assistant. The content covers:
- development of a personal philosophy of rehabilitation
- principles of learning and teaching
- theory of change and its impact on the patient and the worker
- the application of the nursing process in rehabilitation
- management of patients with specific problems
- the role of the Registered Nursing Assistant in rehabilitation

Wed. 6 to 9 p.m. Nightingale Campus
45 hours Fee: $45.00
February 20 to May 29

R.N.A.: Surgical Aseptic Procedures

Prerequisite: Current Registered Nursing Assistant, Certificate of Competence (Ontario) or proof of eligibility
This course is designed to enable Registered Nursing Assistants who have a variety of nursing experiences to meet the minimum competencies in surgical asepsis, outlined in the April 1983 Standards of Nursing Practice for Registered Nurses and Registered Nursing Assistants. The 20 hours of theory include a study of basic elements of microbiology, body defense mechanisms, principles of surgical asepsis and their application, patient teaching and appropriate reporting and recording. The 16 hours in simulated practice enable the learner to apply knowledge and gain competence in carrying out surgical aseptic procedures and related activities. Independent learning packages will be used to facilitate mastery of psychomotor skills.

Thurs. 6 to 9 p.m. Nightingale Campus
Fee: $36.00
January 17 to April 4

Cardiopulmonary Resuscitation

Cardiopulmonary Resuscitation — Basic Rescuer CPR 902

Basic life support CPR is a first aid procedure performed by trained lay people without direct medical supervision. It is a component of Emergency Cardiac Care (ECC). The objectives of the course are knowing the concepts of basic life support measures in emergency cardiac care and accurately performing the psychomotor skills of cardiopulmonary resuscitation of the adult and infant in pulmonary and/or cardiac distress. The course follows the guidelines set by the Canadian Heart Foundation. A certificate issued by the Heart Foundation is given upon completion.

Tues. and Thurs. 5:30 to 9:30 p.m.
Nightingale Campus and Casa Loma Campus
12 hours Fee: $12.00 Materials: $3.00
Casa Loma Campus:
January 10 to January 17
January 24 to January 31
February 7 to February 14
February 21 to February 28
March 7 to March 14
March 21 to March 28
April 4 to April 11
April 18 to April 25
Nightingale Campus:
January 8 to January 15
January 17 to January 24
January 29 to February 5
February 19 to February 26
February 28 to March 7
March 12 to March 19
March 21 to March 28
April 2 to April 9
April 11 to April 18
April 23 to April 30

Cardiopulmonary Resuscitation — Basic Rescuer Recertification CPR 903

Prerequisite: Ontario Heart Foundation Basic Rescuer Certification.
Course Content: This course is designed to review and update material and methods presented in the Ontario Heart Foundation basic rescuer courses and will recertify holders of this certification.

Mon. and Wed. 5 to 10 p.m. Casa Loma Campus
10 hours Fee: $10.00 Materials: $3.00
January 7 to January 9
February 4 to February 6
March 4 to March 6
April 1 to April 3

Communications Courses for Health Care Workers

George Brown offers three communications courses designed especially for people working in health care:
- Communications for the Health Care Worker COMM 800, page 27.
- Interpersonal Relations for Health Care Workers ELS 813, page 27.

Dental Assisting Certificate

This program is offered jointly by the Health Science Division, Continuing Education Departments of George Brown and Seneca Colleges. It is designed to enable a working Dental Assistant to complete the required courses leading to a certificate in Dental Assisting in a three year period. Every course will be offered over the 3 year period. Students should undertake only some of the subjects offered in any year with the objective of completing the program in a maximum of five years.
Applicants should have an Ontario Secondary School Graduation Diploma with credits in biology and chemistry in Grade 11 or 12, or equivalent, and typing at 30 w.p.m.
Application forms and general information may be obtained from the Health Sciences Division.
Applications should be received before July 30.
The following courses must be completed in order to obtain the certificate.
Human Biology BIO 102X
Introductory Psychology PSY 171
Pre-Clinical Techniques PCT 101X
Dental Materials DENT 106X
Microbiology BIO 104X
Language & Communications ENG 193
Oro-Facial Anatomy ANAT 102X
Dental Radiology DENT 109X
Dental Office Procedures DENT 117X
Preventive Dentistry/Oral Pathology DENT 104X
Pharmacology & Emergency Care PHAR 102X
Nutrition NUT 101X

Pre-Clinical Techniques PCT 101X

Prerequisite: ANAT 102X — Oro-Facial Anatomy, BIO 104X — Microbiology, DENT 106X — Dental Materials.
Course Content: Through lectures and practical experience, the student becomes knowledgeable in the clinical functions to be assumed in professional life. Operating room decorum, instrument identification, materials, chairside assisting procedures, patient management and ethics are the major areas of concentration.

Wed. and Sat. Casa Loma Campus
125 hours Fee: $125.00
Starts Fall '85

Dental Materials DENT 106X

Prerequisite: ANAT 102X — Oro-Facial Anatomy.
Course Content: The lectures in this course are designed to provide the student with an understanding of the chemical and physical properties of dental materials and the relationship of these properties to the use of dental materials. The laboratory section allows the student to manipulate materials commonly used in general and specialty practices of dentistry.

Mon. (Plus 5 Sat. Sessions) 6:30 to 9:30 p.m.
Casa Loma Campus
96 hours Fee: $96.00
January 7 to June 10

Oro-Facial Anatomy ANAT 102X

Course Content: A lecture and laboratory course designed to teach the student basic dental terminology, the three major notation systems, the development, structure, form and function of teeth, eruption chronology, the functional relationships of the teeth and their supporting structures, and dental anomalies and variations.

Starts Fall '85

Pharmacology and Emergency Care PHAR 102X

Course Content: During this course, the student will be introduced to the principles of pharmacology and drug therapy. Special attention will be given to the drug groups used in dentistry, including their action, common side and toxic effects and implications for their administration. The student will be familiarized with their signs and symptoms of common medical emergencies, such as syncope, hemorrhage, cardiac irregularities, diabetic reactions. Principles of first aid and resuscitation will be included.

Wed. 6:30 to 9:30 p.m. Casa Loma Campus
30 hours Fee: $30.00
Contact the Allied Health Division, 967-1212, ext. 2504, for information.

Microbiology BIO 104X

This course provides the student with a functional knowledge of the nature of micro-organisms with emphasis placed on oral micro-biology. Disease transmission by micro-organisms and methods used to control or destroy microbial growth are also considered.

Starts Fall '85

Language and Communications I and II ENG 193

Prerequisite: Grade 12 with two senior sciences. This course provides students with the techniques and practice to be effective communicators in their jobs in the dental auxiliaries. This course is a slightly condensed version of the full-time daytime courses ENG 141 and ENG 202. The first part of the course concentrates on the students' ability to generate short pieces of job-related writing with minimal spelling, grammatical and usage errors. Students write instructions, processes, definitions, classifications, partitions, analyses through cause and effect and comparison-contrast, letters and memos. An oral presentation of at least 10 minutes with visuals completes the course.

Starts Fall '85

Introductory Psychology PSY 171

Prerequisite: Grade 12 with two senior sciences. This course provides an introduction to psychological theory and patient management for dental auxiliaries.
Psychological theory — historical background; methods used to study behaviour; biological bases of behaviour; learning; motivation and emotion; perception; development, language and thought; altered states of consciousness; introduction to social psychology; personality; abnormal psychology. Patient management — communication; role behaviour; first impressions; interviewing response and evaluation education, motivation and persuasion; building a good dental health team; conflict management and problem solving.

Mon. 6:30 to 9:30 p.m. Casa Loma Campus
45 hours Fee: $50.00
January 17 to April 18

Dental Technology

Complete Dentures — Aesthetic Set Ups for Anterior Teeth DENT 915

Prerequisites: Working dental technician in denture department specializing in set-ups.
This course covers basic anterior arrangements (incisal grinding and sculpturing; and labia matrix) to acquaint students with the set-up and arrangements of anterior teeth.

Sat. 9 a.m. to 5 p.m. Casa Loma Campus
14 hours Fee: $14.00
January 26 to February 2

Framework Design for Porcelain Fused to Metal DENT 918

Prerequisite: Working technician with experience in crown and bridge work.
Course Content: This course deals with impressions; pouring, pinning, type of tooth preparation, mounting and programming of adjustable articulators, die ditching and preparing. Student practice in waxing of 1x3 and 2 single units; waxing techniques; occlusion; pontic design; spruing; investing, casting of 2 single units to be splinted after casting; and trouble shooting in porcelain due to poor frame design.

Sat. and Sun. 8 a.m. to 5 p.m. Casa Loma Campus
16 hours Fee: $16.00
January 26 to January 27

Metal-Ceramic Restorations DENT 919

This course provides instruction in the nature of and properties of porcelain; base-metal, semi-precious and marble-metal alloys; and the procelain-metal system.

Sat. 9 a.m. to 5 p.m. Casa Loma Campus
12 hours Fee: $12.00
February 16 to February 23

Introduction to Crown & Bridge DENT 923

Prerequisite: DENT 922 — Dental Materials or equivalent.
To introduce the student to the field of fixed prosthodontics.
This course covers the fundamentals of dental anatomy; an introduction to the physiology of occlusion and the fabrication of models and dies all as relation to Crown and Bridge work. The course's major focus is on wax-up procedures for the fabrication of crowns and bridges.

Mon. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee: $60.00
January 7 to May 20

Physiology of Occlusion — Introduction to Gnathology & Stomatognathic System DENT 926

Prerequisite: DENT 925 — Dental Anatomy — Introduction to Terminology and Tooth Morphology.
To provide the student with the basic principles of gnathology and the stomatognathic system.
Course content: Includes various types of articulators, their function and limitations; the facebow and other accessories; the physical factors of determants of occlusion, both static and dynamic; the synergism of the components of the masticatory process. Also included will be basic knowledge of handling impressions, production of gypsum and stone casts, custom trays, baseplates and occlusal rims, articulator mounting, setting up of teeth into occlusion and waxing for finishing.

Wed. 6:30 to 9:30 p.m. Casa Loma Campus
45 hours Fee: $45.00
January 9 to April 24

Introduction to Basic Design Principles in Orthodontics DENT 928

Prerequisite: Working dental technicians.
Course Content: Includes an overview of the use of Hawley retainer's, universal and single coil rings; band spacers; and expansion screw retainers.
This basic course is designed to acquaint students with techniques of manipulating and soldering various guages of wire as well as the fabrication of band spacers.

Fri. 6 p.m. to 10 p.m. or Sat. 9 a.m. to 5 p.m.
Casa Loma Campus
11 hours Fee $11.00
January 11 to January 12

Internal Staining DENT 929

Prerequisite: Participants must be working dental technicians specializing in dental ceramics.
Course Content: Technique of colours; nature of porcelain; nature and properties of alloys; porcelain — metal systems; and trouble shooting.

Fri. 6 to 9 p.m. Sat. 9 a.m. to 5 p.m. Casa Loma Campus
10 hours Fee: $10.00
March 8 to March 9

Dental

Parallel Technique in Dental Radiography DENT 921

Prerequisite: Certified Dental Assistant or Registered Dental Hygienist and completion of a recognized course in radiation safety.
Course Content: This course provides the student with a review of the terminology in dental radiography; a review of patient protection from exposure to radiation; an explanation of the advantages and disadvantages of the "parallel technique" of taking radiographs. The course also offers instruction in, and classroom time to produce an acceptable full-mouth radiographic survey including processing and mounting of the x-rays.

Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
12 hours Fee: $79.00
January 10 to January 31 or February 7 to February 20 or March 7 to April 4

Certificate in Hospitality Management

The Hospitality/Tourism industry will be Canada's largest industry by the year 2000. The critical consideration in the development of the industry will be the availability of an adequate and well trained supply of personnel.
The following courses (each complete in itself) expose future leaders of this industry to various segments of management. Successful completion of 6 of the following 8 courses qualifies the student for a George Brown Certificate in Hospitality Management studies. These courses may also be applied for credit towards the full-time diploma in Hotel or Food and Beverage Management, or Culinary Management. For information concerning the specific requirements for the certificate, phone 967-1212, ext. 4337.
A TEXTBOOK IS REQUIRED IN MOST COURSES.

Food Service Facilities — Planning and Design FSF 900

The course investigates the sequence of activities in the development of a food service facility and the roles, responsibilities, and compensations of the professionals who are involved in the planning team: owner, operator, architect, food service designer, equipment contractor, etc. Management of conceptual and physical planning in the overall progression of events are discussed. Assignments and case studies are performed by participants.
Course Content: Topics include: concept and program definition, principles of efficient design and layout, selection of equipment, interior design, capital costs, business practices of the professional consultants and emerging trends in hospitality facilities.
Note: Enrolment is limited.

Mon. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $10.00 (includes price of text)
January 21 to March 25

Purchasing for Hospitality ACC 108X

Course Content: This course is designed to help students understand the complexities of Food and Beverage purchasing and to understand certain fundamental principles in purchasing which help avoid costly errors and build a more profitable operation. This is a basic course which deals with purchasing needs as determined by function, delivery, quantity and price. Subject Matter: Purchasing Specifications; Making Quantity Decisions; Basic Inventory Control and Purchasing; Selecting Suppliers; Determining Prices; Other Costs in Purchasing; Purchasing Procedures; Value Analysis; Buying Outside Canada; Make vs Buy Decisions; Evaluating Purchasing Effectiveness.

Thurs. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $25.00 (includes price of text)
January 24 to March 28

Food and Beverage Cost Control ACC 210X

Course Content: The course develops food and beverage cost control techniques typical to the hospitality industry from purchasing through the various functions of receiving, storing, issuing, production, to portion and revenue control. Emphasis is placed on yield testing, recipe pre-costing and the interpretation of cost control information. In addition, the course touches on pricing strategy and the relationship between sales volume and profitability.

Mon. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $15.00 (includes price of text)
January 21 to March 25

Front Office Operation HIND 222X

An intense professional approach to Front Office procedures, expressing the hotel guest relationship from prearrival to departure. Heavy emphasis on hotel terminology plus strategies of reservation controls, reception and credit procedures along with skills of operation and audit of the NCR 4200 and 250. Attention will also be paid to special situations such as V.I.P. guests as well as travel agencies and their impact on the hospitality industry.

Thurs. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $5.00
January 24 to March 28

Hospitality Law and Insurance LAW 204X

The objective of this course is to provide the student with a basic and general understanding of Canada's legal system as it pertains to the hospitality industry.
Course Content: The course covers the origins of the law, its tenets and principles, its doctrines and procedures, its approaches and how it works. The specific details of the law that concern the hospitality industry are explored in depth. The studies are designed to provide the student with information upon which to base his/her on-the-job behaviour so that legal difficulties are avoided for the employee, the customer, and the organization.

Thurs. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $5.00 and purchase of text.
January 24 to March 28

Hospitality Accounting ACC 207X

Course Content: To determine the basic accounting data required by operations in the hospitality and tourism industries. To show how better utilization of information from accounting records can be incorporated and improve both the efficiency and profitability of a business. This course covers a wide range of subjects essential to profitable financial management. Topics by Session: Accounting; The Language of Business; Special Journals, The Worksheet; Financial Statement Analysis; Ratio Analysis; Break Even Analysis; Budgeting; Cash Management; Internal Control.

Wed. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $20.00 (includes price of text)
January 23 to March 27

Hospitality Personnel PERS 202X

The purpose of this course is to provide the student with the fundamental knowledge and skills necessary to ensure success in managing the human resources of an organization.
Course Content: The course explores the major theories of the management process, its dynamics, its functions, its systems and methods.
The student will have the opportunity to practice the management functions of planning, staffing, organizing, directing and controlling the workforce. The course focuses on the development of knowledge and skills in the areas of manpower planning — employment, compensation, motivation, training and development, job design and standards of performance.

Tues. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $5.00
January 22 to March 26

Marketing for the Hospitality Industry MARK 208X

Course Content: To learn to deal effectively and decisively with marketing problems, thereby, avoiding needless errors, unhappy customers and waste of time and money. The course material covers the many facets which are vital to a successful marketing program.
Topics by session: Analyzing the Marketing Problem, Sales Planning; Equipping to Sell and Service; Direct Mail as a Marketing Tool; Advertising as a Marketing Tool; Supplementary Marketing Aids; Promoting Individual Room Business; Promoting Convention and Group Business; Promoting Food Beverage Sales; Relating All Management Decisions to Marketing.

Wed. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $10.00 (includes price of text)
January 23 to March 27

How to Start a Restaurant SBM 900

Course Content: This course is intended to brief the student on the many areas of concern when planning and/or operating a new food service facility. The areas explored are: developing the concept, defining the marketing strategy, menu planning, business organization and human resources, food facility layout and design, financial planning, controlling the cost of food, beverage and labour. This introductory course provides the student with the insight into the more specific management courses offered in this series.

Thurs. 6 to 9 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $5.00
January 24 to March 28

Certificate in Haute Cuisine

This program is designed to meet the ever-growing demand for knowledge and practical experience in the creation of fine food in the home. The program consists of 7 courses, starting with Basic Small Quantity Food. It will give the student the opportunity to apply the principles of cooking using raw materials with tested recipes under the guidance of skilled chefs.
The program is followed in sequence by Basic Baking, Advanced Small Quantity Food, Advanced Baking, Appreciation of Wines, Chinese Cuisine (Dim Sum) and Chinese Cuisine (Cantonese). Each student, on satisfactory completion of each course, will receive a certificate of competence, and on completion of five courses will be awarded a Certificate in Haute Cuisine.

Cooking

Small Quantity Food (Basic) FP 730X

Course Content: This course is designed to introduce the basic principles of cooking as related to fine food, to take the raw products and create the basic requirements for classical dishes, sauteing, broiling and stewing, cooking lean and fat fish, seafoods, and the accompanying vegetables, salads, garnishes and dressings, employing the knowledge and expertise of chefs in the use of herbs, spices and wines.

Mon., Tues., Wed. or Thurs. 6 to 10 p.m.
Kensington Campus
60 hours Fee: $60.00 Materials: $95.00
January 21, 22, 23 or 24 to May 2

Small Quantity Food (Advanced) FP 731X

Prerequisite: Basic Small Quantity Food, FP 703X
In this course the basic principles of cooking are applied to the classical dishes of the countries in continental Europe, so that the student produces the French classics, the famed Italian pastas, the Spanish paellas, the Russian coulibiacs, the Scandinavian smorgasbords, the German sauerbraten and beer soups, the shish kabobs of Turkey and Greece, the bouillabaisse of Marseilles, the Indian curries, Japanese suki yaki, the nasi goreng of Indonesia and a host of other famous dishes.

Thurs. 6 to 10 p.m. Kensington Campus
60 hours Fee: $60.00 Materials: $140.00
January 24 to May 2

Vegetarian Cooking F 835

Course Content: An introduction to vegetarian cooking including identification and selection of raw food, various types of cooking methodology, e.g. frying, steaming, and grilling. Explanation of nutritional value of vegetarian products, how to plan menus, and purchase in season.

Thurs. 6 to 9 p.m. Kensington Campus
30 hours Fee: $53.00 Materials: $40.00
January 24 to March 28

La Haute Cuisine Chez Vous

For course description, see the Courses in French section, page 79.

Chinese Cuisine (Dum-Sum) F900

点心科的课程为期十週，每週一晚，每晚四小时。
学習種類包括：虾饺、燒賣、蟹虾肉、假蟹黃、炸兜水饺、
蒸灌水饺、粉葉、煲粉葉、咸水角、萬雅、連蓉苑、义燒包、
鸡脆、椰汁糕、西米布甸、杏仁豆腐及蛋球等。
教授方法是首先由名点心師傅示範，继由学生在本校中
菜部廚房製作。

Wed. 6 to 10 p.m. Kensington Campus
40 hours Fee: $40.00 Materials: $80.00
January 23 to March 27

Chinese Cuisine (Cantonese) F 901

Course Content: In this course, the student learns the cooking techniques and the preparation of food, Cantonese-style. Among the techniques used are: handling of Chinese cleavers and knives, cooking with different types of wok and the cooking temperatures for various foods. Learn the use of flour, starches, oil and spices and prepare a number of recipes with beef, poultry, seafood and vegetables. Students also learn to prepare a number of popular Cantonese sauces (beef tenderloin sauce, sweet and sour sauce, barbecue sauce and others) as well as several types of soups. All food preparation is first demonstrated by the teacher and then prepared by the students in the Chinese cuisine lab. About 17 different recipes are prepared during the ten-week course.

Mon. 6 to 9 p.m. Kensington Campus
40 hours Fee: $40.00 Materials: $80.00
January 21 to March 25

Chinese Cuisine (Dim-Sum) F 900

In this course, the student learns to prepare a number of Dim-Sum style Chinese snacks. Among the recipes prepared by the students are: hargar (marinating and making of shrimp paste), shao mai, won ton, simulated coral of crabs, deep fried sour dumplings, ginger and scallion soup, dumplings, fan kwou, vegetarian fan kwou, ham shao kwok, sesame and lotus seed ball, steamed lotus paste and red bean paste buns, B.B.Q. steamed buns, chicken buns, coconut pudding, sago pudding, agar-agar almond flavoured pudding, egg puffs and others.
Each of the dishes is first demonstrated by the chef instructor and then prepared by each student in the Chinese cooking lab.

Tues. 6 to 10 p.m. Kensington Campus
40 hours Fee: $40.00 Materials: $80.00
January 22 to March 26

Junior Gourmet Cooking (Advanced) F 819

Prerequisite: Junior Gourmet Basic F 815.
Course Content: Students will further the skills and knowledge acquired in the basic course. All areas of the menu from appetizers to desserts will be covered with special emphasis placed on dishes from countries such as China, France, Italy, Germany, Austria, Spain, the South Pacific, England, Switzerland and New Zealand. The students will engage in practical work to attain these skills.

Sat. 9 a.m. to noon Kensington Campus
30 hours Fee: $47.00 Materials: $30.00
January 26 to March 30

Baking

Baking (Basic) BK 610X

This course is designed to equip the student with practical working knowledge of pastry doughs, choux paste, yeast dough and sponge goods, custards and puddings, and other types of desserts, such as fresh apple pie and quick bread.
Course Content: Students learn the techniques involved to make the following: fresh apple pie, creamy type desserts, yeast dough products, puff paste, cake (pastry), cheese pie, fruit-type desserts, choux paste, cookies and black forest cake.

Mon. 6 to 10 p.m. Kensington Campus
40 hours Fee: $40.00 Materials: $60.00
January 21 to March 25

Baking (Advanced) BK 634X

Prerequisite: Basic Baking BK 610X.
The course takes the advanced part of pastry and desserts and allows the development of these techniques to create patisserie masterpieces, flamboyant desserts, ice cream bombes, souffles, tortes, gateau, the true art of French pastries and their presentation.

Wed. 6 to 10 p.m. Kensington Campus
40 hours Fee: $40.00 Materials: $70.00
January 23 to March 27

Cake Decorating BK 639X

This course is designed for those persons who wish to learn the art and principles of cake decoration and design.
Course Content: This course offers the theory and practical experience in cake and pastry decorating techniques. Each three-hour session is structured to provide information through lectures and demonstrations and hand-on experience in the following techniques: piping, icing and modeling techniques, preparation of various decorator icings,."free-hand piping" and "pattern tracing", string work, ornaments, inscriptions, flowers, border designs, techniques with marzipan, chocolate and "rolled fondant".

Tues. 7 to 10 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $25.00
January 22 to March 26

Junior Gourmet Baking F 833

Prerequisite: 9-16 years of age and a desire to learn gourmet baking.
Course Content: Introduction to baking techniques. Practical baking experience in preparation of cookies, cakes, icing, tarts and breads, through logical progression. Introduction of safety and food handling is stressed.

Sat. 9 a.m. to noon Kensington Campus
30 hours Fee: $47.00 Materials: $30.00
January 26 to March 30

Quick Breads Craft for the Professional Baker BK 902

Prerequisite: Grade 8 or equivalent — minimum in English and mathematics.
Course Content: In this course the student learns to produce a large variety of quick breads such as biscuits, scones, muffins, cakes, yeast and combination doughnuts, cup cakes, metropolitans, loaf-type quick breads and a variety of French crullers. The theory portion is taught each day from 4 to 6 p.m. and the practical lab from 7 to 11 p.m. Theory of baking, baking temperatures, batter preparation, mixing of ingredients, deep fat frying techniques, flat icing finishing are taught parallel to the appropriate shop projects. This course represents one of eight modules of the program in Professional Baking as developed by the Ministry of Colleges and Universities, Industrial Training Branch.

Tues. 4 to 6 p.m. and 7 to 11 p.m.
Kensington Campus
114 hours Fee: $114.00 Materials: $156.00
February 5 to June 11

Cookie Craft for the Professional Baker BK 903

Prerequisite: Grade 8 minimum or equivalent in English and mathematics.
Course Content: In this course students learn to produce a variety of cookies by using different methods, i.e. all-in method, creaming method, whipping method and combination method. Some of the items produced are: cut-out or sugar cookies, drop, short bread (roll-out and piped variety), florentine and lemon snaps, sandwich type, ice box type, sheet type, bar type, macaroons and seasonal type cookies. The theory is taught from 4 to 6 p.m. and the lab portion from 7 to 11 p.m. in each session. This course represents one of eight modules of the program in professional baking as developed by the Ministry of Colleges and Universities, Industrial Training Branch.

Tues. 4 to 6 p.m. and 7 to 11 p.m.
Kensington Campus
114 hours Fee: $114.00 Materials: $156.00
June 18 to October 22

Pastry Craft for the Professional Baker BK 904

Prerequisite: BK 903 Cookie Craft for the Professional Baker.
Course Content: The student prepares and mixes a variety of ingredients to produce several types of pies, tarts, choux paste products, Danish pastry, puff pastry and sponge mixes. In the theory portion she/he learns the importance of the 12 major baking ingredients. This requires individual research on colour, fruit, nuts, spices, chemical leavenings, chocolate and dairy products. The theory part is taught from 4 to 6 p.m. and the lab from 7 to 11 p.m. each session. This course represents one of eight modules as developed by the Ministry of Colleges and Universities, Industrial Training Branch.

Wed. 4 to 6 p.m. and 7 to 11 p.m.
Kensington Campus
114 hours Fee: $114.00 Materials: $186.00
February 6 to June 12

Patissier

This part-time program provides advanced training for bakers and pastry cooks in all aspects of: cakes, pastries, decorating and specialty items that are required in the baking trade. This is a two-part program which has been divided into ten units according to a patissier training profile developed by the Ministry of Colleges and Universities (Apprenticeship Branch) of the province of Ontario as an extension to the Junior Baker and Baker Programs.

Patissier I (Baker, Branch 3, Apprentice) F 649

Prerequisite: Certified Journeyman Baker or Cook
Course Content: The following subjects are covered in Part I: Speciality cakes; pastries and petit fours; decorating; desserts; almond paste.

Tues. 6 to 11 p.m. Kensington Campus
85 hours Fee: $85.00 Materials: $125.00
January 22 to May 14

Wines and Spirits

Appreciation of Wines F 902

Prerequisite: Over 19 years of age.
This course will be devoted to the knowledge of wines from the standpoint of types, vintages, prices, handling, storage, and correct usage in relation to menu, glassware, and serving temperatures. Guest lecturers will deal with the evaluation by taste of the more distinctive wines.

Mon. or Tues. 7 to 10 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $95.00
January 21, 22 to March 25, 26

Advanced Wine Appreciation F 903

Prerequisite: Appreciation of Wines F902 and over 19 years of age.
Course Content: This course has been designed to familiarize students, who already have a sense of wine appreciation with "Grand Crus" from some of the world's vineyards such as France, Germany, Portugal, Spain and the U.S.A. Tasting and sampling will be the main part of the course.

Wed. 7 to 10 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $155.00
January 23 to March 27

Mixology (Cocktail Bartending) BAR 503X

Prerequisite: Over 19 years of age.
Course Content: This course is designed to teach basic drink preparation for home use or as an introduction to the bartending profession. Using fully equipped individual bars, students learn to prepare the 30 most popular shaken, stirred and built drinks.

Mon. or Wed. 7 to 10 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $60.00 (includes price of text)
January 21 or 23 to March 25 or 27

Meat Cutting

Meat Cutting for the Home Enthusiast F 817

Course Content: The course is designed for people who wish to learn home style techniques of preparation, utilization and storing of poultry and basic meat cuts. The student is involved in the cutting and processing of various cuts of lamb, pork, and poultry and the finished product becomes the personal property of the student. In addition there is a demonstration of the cutting of a side of beef (hindquarter, forequarter) into primal and retail cuts. Students will have the opportunity to purchase and process selected beef, lamb and poultry cuts at cost price.

Mon. 7 to 10 p.m. Kensington Campus
30 hours Fee: $58.00 Materials: $100.00
January 21 to March 25

Meat Trade Theory (Retail Meat Cutting) MC 613X

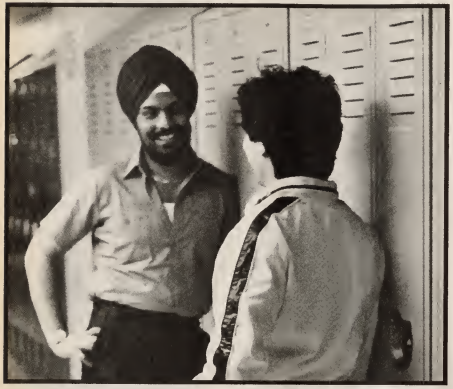
This course introduces the novice in retail meat trade to various aspects of merchandising specific meat products.
Course Content: This course explores through lectures and demonstrations the following topics in meat retailing: cutting, grading and characteristics of beef, lamb, pork and veal carcasses. Preparation of poultry for retail sale. Displaying and merchandising of all types of meat products.

Tues. 7 to 10 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $20.00
January 22 to March 26

Dining Out: A Tour of Toronto Restaurants F 831

Course Content: Over the last ten years the good life has come to Toronto. No longer do they roll up the streets at dusk; in fact, Toronto has become internationally known for its food, its restaurants and entertainment centres. This unique course will provide the knowledge of the college's food experts in developing and appreciating an educated palate. Lectures will outline the foods of the world, the development of national and regional dishes, methods of preparation, appropriate beverages and service techniques. Each lecture will be followed by a dinner in a restaurant that best exemplifies the food of the country under discussion. Countries discussed in series A are: Greece, Italy, France, Japan and Germany. Fees include the cost of the lecture only. Restaurants chosen are restricted to the medium-priced range.

Tues. 6 to 10 p.m. Kensington Campus
20 hours Fee: $53.00
January 22 to February 19 or February 26 to March 26



English as a Second Language

Learning to Read and Write in English LT 921

This course is designed for non-native speakers of English with limited literacy skills.
Course Content: This is a course in basic English. Emphasis will be placed on teaching students to read and write, including alphabet work and spelling. The course is intended to prepare students to enter basic English courses for which the students are required to know how to read and write.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $50.00
Registration: January 7 to 10
Dates: January 21 to April 15

Pre-Intermediate English LT 813

Course Content: This is a course for English as a second language learners who wish to proceed to intermediate English. The course will concentrate on grammar but will include listening comprehension and pronunciation. There may also be some work in our language laboratory. Successful completion of this course would allow the student to continue studying English at a higher level.

Mon. and Wed. or Tues. and Thurs.
7 to 9 p.m. College Campus
50 hours Fee: $79.00
Registration: January 7 to 10
Dates: January 21 or 22 to April 15 or 16

Intermediate English LT 812

Course Content: This is a course for second language learners who already know some English. Most of the course will be devoted to grammar but there will be some time for the following areas: speaking, writing, grammar and listening comprehension. There may be some work in our language laboratory to improve pronunciation. Students who successfully complete this intermediate course will qualify for the Advanced Course in English offered at College Campus.

Mon. and Wed. or Tues and Thurs.
7 to 9 p.m. College Campus
50 hours Fee: $79.00
Registration: January 7 to 10
Dates: January 21 or 22 to April 15 or 16

Advanced English for E.S.L. LT 803

Course Content: For students who have already learned to speak and write basic English; includes reading comprehension and developing conversational skills and grammar.

Mon. and Wed. or Tues. and Thurs.
7 to 9 p.m. College Campus
50 hours Fee: $79.00
Registration: January 7 to 10
Dates: January 21 or 22 to April 15 or 16

Conversational English for New Canadians LT 818

Course Content: This course is designed for high intermediate and advanced students of English as a second language. The emphasis will be on developing conversational fluency. There will be no formal instruction in English grammar, therefore, students with grammar problems should register in Pre-Intermediate ESL (LT 813) or Intermediate ESL (LT 812).
Some segments of these conversation activities will be video-taped in order to help students assess their performance.

Mon. and Wed. 7 to 9 p.m. College Campus
40 hours Fee: $68.00
Registration: January 7 to 10
Dates: January 21 to March 27

Writing For Advanced Students of English As A Second Language LT 819

This course is designed for high intermediate and advanced students of English as a second language. Guidance and practice in the art of clear written communication is offered. Participants will choose the particular type of writing that is a problem for them. Instruction will develop out of these specific writing problems.

Mon. 7 to 9:30 p.m. College Campus
25 hours Fee: $47.00
Registration: January 7 to 10
Dates: January 21 to April 15

Language Test Preparation LT 916

This course is designed for intermediate and advanced students of English as a second language who are planning to write tests of language proficiency such as the Michigan Test or the TOEFL (Test of English as a Foreign Language). Intensive work will be done in the following areas: listening, reading comprehension, writing, grammar and vocabulary.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $50.00
Registration: January 7 to 10
Dates: January 21 to April 15

English Pronunciation Part 1 LT 917

This course is designed for students of English as a second language at intermediate and advanced levels. In this short course the emphasis will be totally on developing good speech production knowledge and habits. Use of the language laboratory will be a part of the course. There will be no formal instruction in grammar.

Tues. 7 to 9 p.m. College Campus
20 hours Fee: $20.00
Registration: January 7 to 10
Dates: January 22 to March 26

English Pronunciation Part 2 LT 919

Prerequisite: LT 917 or previous study in phonology.
Course Content: This course will help students who have completed LT 917, or those who have studied some phonology in another course. Emphasis will be on refining English speech production with further study in transcription, sounds, stress and intonation.

Tues. 7 to 9 p.m. College Campus
20 hours Fee: $20.00
Registration: January 7 to 10.
Dates: January 22 to March 26

English for Science and Technology LT 923

This 80-hour course is designed for non-native speakers of English. Applicants should have a good grounding in English. There will be an entrance test, and only people whose level is suitable will be accepted.
Course Content: This course will concentrate on developing the student's ability in all aspects of scientific and technological English. It will be particularly helpful for students intending to work in this field or to study in one of these areas at a college or university.

Tues. and Thurs. 6:30 to 9:30 p.m.
College Campus
80 hours Fee: $110.00 Materials: $5.00
Lab Fee: $5.00
Registration: January 7 to 10
Dates: January 22 to April 23

Language Teaching

A Practical Course in Teaching English as a Second Language to Adults LT 912

Prerequisite: Applicants should be native speakers of English with demonstrable expertise in the Canadian dialect. An exception could be made if a non-native speaker were judged to have equivalent fluency. Preference is given to those involved in, or those who have a future commitment to, the field.
Course Content: The course is divided into two major sections: 110 lecture hours on Monday and Wednesday evenings, and a two-part practicum during the day.
Lectures cover theoretical and practical topics in Linguistics and Teaching English as a Second Language (TESL). The majority of lecture hours are devoted to general ESL methodology and the discrete language skills of listening, speaking (including pronunciation), reading and writing. In addition, a substantial number of hours are spent studying phonetics, phonology, grammar, language testing, psycholinguistics and sociolinguistics.
The first segment of the practicum (10 hours, September to December) comprises lesson observation.
The second segment (20 hours, January to April) comprises practice teaching under the guidance of experiencd ESL teachers.
Enrolment is limited. To obtain an application form please phone 967-1212, Sophie Pandi.

Registration deadline: June 14, 1985.
Starts September 16, 1985.

French

George Brown offers French courses to Torontonians wishing to improve their skill as speakers of French as a second language and to metropolitan area Francophones and advanced speakers of French interested in acquiring work-related or leisure time skills in French.
The principal aim of our second language courses is to develop conversational skills using a communitive approach — including authentic situations and games. Good pronunciation is stressed at all levels. Placement interviews before starting dates will insure that students start out at the appropriate level.
If you can already communicate with ease in French, we suggest you have fun taking our *Vivre en Français à Toronto* course or discuss major issues of our time in *Le fait français au Canada.* Or you might want to join Toronto Francophones as they develop work-related skills like *Maîtrise du français écrit,* micro-computer programming, word processing, translation, or basic typing.
If you want to spend your evening hours or Saturdays enjoying with others the pleasure of learning how to do excellent small-quantity cooking, take photographs and develop them yourself or paint and draw, sign up for one of George Brown's famous hands-on training courses — in French!

First, let's consider the second language courses taught at two downtown campuses. (We have nine possible levels from 1A to 3C.)

Interviews

New students of French as a Second Language must have a short placement interview during the registration week, two weeks before the start of classes. Times and places for placement interviews are indicated after each course listed below. A brief description of course content follows.

Basic Level Courses

Students learn to introduce themselves and others, give and ask for information (addresses, telephone numbers, etc.), make contact with people in all sorts of situations, cope in situations of linguistic difficulty, converse about their work, leisure activities, the weather, time and dates.

Intermediate Level Courses

Students learn how to express opinions and give instructions. They learn to relate events, tell simple stories, make simple presentations about things of interest to them. They learn to report on what someone else has said. Simple units of communicative activities in French for the business world are studied. Other communicative activities are designed to meet specific student needs.

Advanced Level Courses

The principal aim of these courses is to polish conversational skills. Students converse with others about their special interests. They describe complex events that happened in the past, discuss the distant future and make nuanced comparisons. They are encouraged to discuss international and Canadian current events and take full advantage of Francophone activities available in Toronto.

French for Lunch LT 821

January 21 to April 10
Level 1A Tues. and Thurs. noon to 1 p.m.
Level 1B Tues. and Thurs. 1 to 2 p.m.
Level 2 Mon. and Wed. noon to 1 p.m.
Level 3 Mon.and Wed. 1 to 2 p.m.

St. James Campus 24 hours Fee: $37.00
(200 King Street East — east of Jarvis)
Placement interviews room 429 noon to 2 p.m., January 7 to 10
New students must have a placement interview before registration.

Speaking French (all levels): LT 804

Tues. and Thurs. 7 to 10 p.m. College Campus
(507 College Street — west of Bathurst)
50 hours Fee: $79.00
January 22 to April 16
Placement interviews for the Speaking French classes will take place on both campuses on the following dates:
5 to 6:30 p.m. January 7 to 10
New students must have an interview *before* registration.

Speaking French (all levels): LT 805

Mon. or Wed. 6:15 to 9:15 p.m. St. James Campus
(200 King Street East — east of Jarvis)
36 hours Fee: $53.00
January 21 or 23 to April 8 or 10
Placement interviews for the Speaking French classes will take place on the following dates:
5 to 6:30 p.m. January 7 to 10
New students must have an interview *before* registration.

Cours en français

To register for the following courses, you can use the registration application at the back of this calendar or register in person at the campus at which the course is held.

Pour vous inscrire aux cours suivants vous pourriez compléter la formule à la fin de ce répertoire et la poster ou aller directement au bureau d'inscription sur le campus où le cours a lieu. Inscrivez-vous le plus tôt possible pour être sûr(e) d'avoir une place.

Please call the French Department at 967-1212, ext. 4386, for more detailed information.

Veuillez téléphoner au département de français pour de plus amples renseignements: 967-1212 poste 4386.

Vivre en Français à Toronto LT 925

Ce cours permet aux Torontois anglophones ayant un niveau très avancé de communiquer régulièrement en français à leur niveau tout en prenant contact avec les ressources francophones de Toronto.
Le cours comprend des sorties culturelles (surtout théâtrales), des entretiens avec des Francophones travaillant à Toronto et l'exploitation des réseaux d'information de Toronto.

mercredi 19h30-21h30 Campus St-James
22 heures Coût: 35 $
du 16 janvier au 27 mars

Le Fait Français au Canada LT 824

Dans ce cours on trace l'historique du Canada français et l'évolution actuelle de la société franco-canadienne sur les plans sociologique, politique, économique et culturel. Dans le cadre de discussions animées par un professeur expert en la matière, les apprenants tentent de mettre en lumière certaines constantes et variables de cette société en pleine évolution.
Comme matériel, les étudiants se servent des numéros les plus récents de *l'Actualité*.

luni 18h15-21h15 Campus St-James
36 hèures Coût: 53 $
du 21 janvier au 8 avril

Maîtrise du Français Écrit LT 822

Ce cours aide les apprenants à comprendre globalement et en détail des textes écrits en langue courante ou spécialisée, en vue d'une analyse ou d'une prise de décision.
Le travail fait dans ce cours amène l'apprenant à rédiger clairement, correctement et avec concision divers types de lettres, des notes de service, des ordres du jour, des procès-verbaux, des messages téléphoniques, des rapports ou tout autre type de texte écrit se rapportant à son travail.
Ce cours comprend une révision des règles de la grammaire française.

mardi et jeudi 19h-21h Campus St-James
50 heures Coût: 79 $
du 15 janvier au 9 avril

Communication Ecrite (Niveau avancé) LT 926

Prérequis: cours 822 ou équivalent.
Danse ce cours, l'étudiant apprend à écrire d'une façon correcte et concise, à trouver son propre style. L'accent est placé sur les communications reliées aux activités du bureau, à l'assurance, au système bancaire et à la consommation. L'initiative personnelle de l'étudiant est constamment mise à profit. Le cours offre des notions de linguistique et des suggestions bibliographiques.
A la fin de ce cours, l'étudiant peut reconnaître un grand nombre d'anglicismes et de confusions de sens: Il peut trouver plus facilement le mot juste. Dans cinq ou six secteurs d'activités, en particulier, il est en mesure d'employer un vocabulaire d'une certain spécialisation. En découvrant son propre style et les ressources de la langue française, l'étudiant peut corriger des communications fautives d'un niveau difficile.

lundi 18 h 15-21h15 Campus St-James
36 heures Coût : 36 $
du 21 janvier au 8 avril

Traitement de textes WORD 900

Ce cours permet aux apprenants d'améliorer leur rendement et leur productivité dans le domaine du traitement de texte.
Les besoins présents des apprenants sont satisfaits et les utilisations possibles menant à l'expansion future de leur carrière ou de leur entreprise sont envisagées. Ce cours met l'accent sur:
l'organisation du travail, la recherche,
l'optimisation, le traitement de l'information et son application, et l'automatisation des tâches routinières. A chaque cours l'apprenant s'entraîne sur une machine individuelle de traitement de textes.

jeudi 18h15-21h15 Campus St. James
30 heures Coût: 131$
du 17 janvier au 28 mars

La Haute Cuisine Chez Vous FP 732

Le cours est une introduction aux principes de base de la haute cuisine ainsi qu'à ses subtilités. Les élèves apprennent à combiner les ingrédients crus nécessaires à la préparation de plats traditionnels.
On apprend également l'art de sauter, de griller, de préparer des sauces, de faire cuire les poissons maigres et gras et les fruits de mer, de préparer les légumes, les salades, les garnitures et les sauces qui les accompagnent. Les chefs apportent des conseils sur l'usage des herbes, des épices et des vins.

lundi 18h-22h Campus Kensington
60 heures Coût: 60$ Matériel: 95$
du 21 janvier au 29 avril

La Traduction: Langues Officielles LT 823

Ce cours initie les apprenants bilingues aux techniques nouvelles de la traduction et développe une approche pratique dans différents domaines.
A l'aide d'une éjude approfondie du vocabulaire, de la grammaire et de la stylistique, ce cours met l'accent sur des thèmes aussi nombreux que variés: littéraire, scientifique, publicitaire, économique, financier, bancaire, etc. Le cour traite également des thèmes et des versions. Ce cours ne forme pas de traducteurs professionels.

mardi 18h15-21h15 Campus College
36 heures Coût: 53$
du 15 janvier au 2 avril

La Dactylographie en Français TYP 906

Les apprenants maîtrisent le clavier en utilisant la méthode "aveugle" et comprennent comment mettre en page les lettres dactylographiées. A la fin du cours ils tapent 25 mots par minute à un test de vitesse de 5 minutes. On apprend également les règles de syllabation, d'emploi des majuscules et de tabulation.

mardi et jeudi 18h15-21h15
Campus St. James (200 rue King est — à l'est de Jarvis)
60 heures Coût: 60$ Matériel: 10$
du 22 janvier au 28 mars

Micro-Ordinateur Débutant PRGM 925A

Introduction à la programmation sur micro-ordinateur — un cours pour ceux et celles qui ont peu ou aucune expérience du langage BASIC sur le P.E.T. Utilisation du logiciel dans l'industrie, dans l'éducation et dans les loisirs; utilisation du clavier, des graphiques; usage du print; genres d'input et d'output dans un programme: branchements (go to), boucles (for . . . next), dimensions, et sous-routines.

En classe, dans les deux cours, chaque étudiant travaille sur son propre micro-ordinateur.

lundi 19h-22h Campus St-James
30 heures Coût: 30$
du 28 janvier au 1 avril

Micro-Ordinateur Intermédiaire PRGM 935A

Introduction aux techniques plus avancées, programmation plus avancée avec création de fichiers pour le stockage et la récupération d'information.
Dans les deux cours l'accent est mis sur la terminologie française.

mercredi 19h00-22h00 St. James Campus
(200 rue King est — à l'est de Jarvis)
30 heures Coût: 30$
du 30 janvier au 3 avril

Photographie et Techniques de la Chambre Noire PHOT 824

Contenu du cours: Ce cours permet aux apprenants de se familiariser avec les techniques de prise de vue, d'apprendre à regarder "en noir et blanc" et "en couleur" et à composer une photographie. Dans la chambre noire, l'apprenant s'initie au développement de négatifs, de diapositives et au tirage d'épreuves. Les truquages et certains effets spéciaux sont aussi abordés (bas-relief, solarisation, grain exagéré). Le cours se termine par une exposition des photos faites par les apprenants.

jeudi 18h30-21h30 Campus St-James
30 heures Coût: 53$ Matériel: 20$
du 10 janvier au 14 mars

Dessin et Peinture LT 826

Ce cours est offert à toute personne désirant apprendre le dessin et la peinture en français. La première moitié du cours, consacrée au dessin, familiarise les étudiants avec le crayon, le fusain et le pastel. L'autre moitié est consacrée à la peinture, à l'application et au mélange des couleurs.
Le cours comprend des visites de galleries qui aident les apprenants à apprécier et à critiquer leur propre expression artistique ainsi que celle des autres.
Ce cours permet et encourage une expression artistique personnelle.

samedi 10h-13h Campus St-James
36 heures Coût: 53$
du 12 janvier au 30 mars

Italian

Italian Language and Heritage

Basic LT 806A
Intermediate LT 806B
Advanced LT 806C

Course Content: Development of facility in both speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Italian cuture.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $79.00
Registration: January 7 to 10
Dates: January 21 to April 15

Spanish

Spanish Language and Heritage

Basic LT 808A
Intermediate LT 808B
Advanced LT 808C

Course Content: Development of facility in both speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish culture, particularly the cultures of the Spanish-speaking countries in South America.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $79.00
Registration: January 7 to 10
Dates: January 21 to April 15

German

German Language LT 817

Course Content: This course offers general German language development appropriate to the individual's competence.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $79.00
Registration: January 7 to 10
Dates: January 21 to April 15

Chinese (Mandarin)

Chinese Language (Mandarin) LT 825

Course Content: This course covers the development of facility in both speaking and the writing of the language. Language instruction is given in contexts that reflect the most notable features of Chinese culture.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $79.00
Registration: January 7 to 10
Dates: January 21 to April 15

Arabic

Standard Arabic for Beginners LT 918

Course Content: This course offers a basic knowledge of the modern standard Arabic language which is used throughout the Arab world. Special attention is given to conversational skills and content focuses on contemporary Arab values. Class activities concentrate on situations relevant to those engaged in business with the Arab world.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $50.00
Registration: January 7 to 10
Dates: January 21 to April 15

Changing Directions?

We can help.

George Brown's Vocational Testing Service can help you decide whether to go back to school or change careers.
The tests will assess your interests, skills and personality characteristics to match you to a career. The Test Centre's staff can also help you with job search techniques and information about the labour market.

For more information call: The Test Centre
967-1212, ext. 4280

Psychology

Psychology — An Introduction PSY 907

In this course, basic principles of psychology are applied to the work setting. Topics discussed include personality and work, the motivation to work, working in groups, social skills and work, working in organizations, work in different cultures, job satisfaction. This is a basic course in applied psychology suitable for career-motivated managers in any occupation or for those contemplating a supervisory position.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
January 24 to April 25

Psychology: Human Resource Management PSY 906

Course Content: In this course, basic principles of psychology are applied to the work setting. Topics discussed include personality and work, the motivation to work, working in groups, social skills and work, working in organizations, work in different cultures, job satisfaction. This is a basic course in applied psychology suitable for career-motivated managers in any occupation or for those contemplating a supervisory position.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
January 24 to April 25

Business and Economics

Economics — An Introduction EC 800

A grounding in economics is useful to anyone who would like to understand inflation, government deficits and high unemployment in the Western World. This course is essential to those pursuing administration studies. Content of this course includes basic economic theories and forms of business organizations; taxation; supply and demand theories; the price system; government intervention in the market; competition and the monopolies; and government control and legislation.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $65.00
January 22 to April 9

Mathematics — MATH 530X

Course Content: Algebraic operations, factoring, linear and quadratic equations, trigonometry, solution of right angle and oblique triangles, logarithms and vectors.

Tues. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $60.00
January 15 to May 28

Mathematics I — MATH 100X

Course Content: Fundamental concepts and operations of arithmetic and algebra, functions and graphs, trigonometric functions, linear equations, algebraic factoring and fractions, quadratic equations, oblique triangles, systems of linear equations, exponents and radicals.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
90 hours Fee: $90.00
January 15 to April 23

Mathematics II — MATH 200X

Prerequisite: MATH 100X — Mathematics I, or equivalent.
Course Content: Binomial theorem, trigonometry, analytic geometry, differential calculus, integral calculus.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
90 hours Fee: $90.00
January 15 to April 23

Trade Mathematics I — MATH 610X

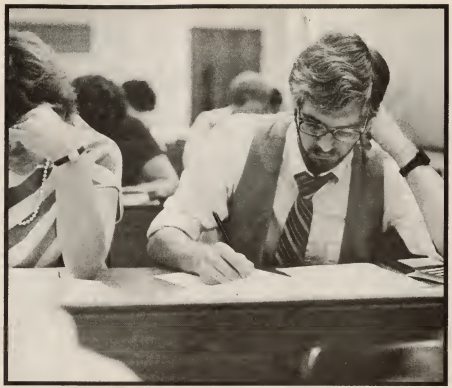
Course Content: Whole numbers, fractions, decimals and percentages applied to trade problems; square root calculations and the Pythagorean theorem; calculations involving circles, triangles, compound areas and volumes; manipulation of trade formulae.

Tues. 7 to 10 p.m. Casa Loma Campus
45 hours Fee: $45.00
January 15 to April 23

Trade Mathematics II — MATH 630X

Course Content: Manipulation of more complex trade formulae; mensuration; graphs, charts and trade estimating; ratio, proportion and variation.

Tues. 7 to 10 p.m. Casa Loma Campus
45 hours Fee: $45.00
January 15 to April 23



Medical Terminology I — ANAT 100X

This course includes the following topics: terminology related to normal structure and functions of various body systems; introduction to terminology related to disease states; and introductory overview of hospital charting practices including pertinent abbreviations.

Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $30.00
January 15 to March 19

Mechanics

Mechanics I — MECH 100X

Prerequisite: MATH 100 — Mathematics I or equivalent (prior to or concurrent with Mechanics I).
Course Content: Basic principles of statics: coplanar, parallel and concurrent force systems, friction, centroids and centres of gravity, second moments of areas. Dynamics: basic principles, rectilinear motion, work, energy and power, impulse, momentum, impact.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $60.00
April 22 to July 3

Mechanics of Materials — MECH 110X

Prerequisite: MATH 200 — Mathematics II, and MECH 100 Mechanics I.
Course Content: Mechanical properties and testing; unit stress and strain; beam type members — statically determinate; thin cylinders and joints; resilience; torsion, combined stresses.

Mon. & Wed. 7 to 10 p.m.
60 hours Fee: $60.00
April 22 to July 4

Real Estate

Day Classes:
Day-time classes start continuously; adjustments are made for holidays.

Evening Classes
Evening classes are held on Mondays and Wednesdays. They also start continuously.

***For more information** about day and evening schedules for real estate courses, call 967-1212, ext. 3218*

An Introduction to Real Estate — Segment I — RE 900A

Course Content: This course covers the following topics: ownership of real estate as an investment; to own or to rent?; how much should we pay?; financing a purchase; financing — government plans; benefits and services of a broker; a career in real estate; relationship of principal and agent; the typical real estate transaction.

Mon. to Fri. Day: 8:30 a.m. to 3:30 p.m.
Night: 6:30 to 9:30 p.m. Adelaide Campus
30 hours Fee: $78.00 Materials: $17.00
Dates: Continuous

An Introduction to Real Estate — Segment II — RE 900B

Prerequisite: Evidence of completion of Segment I: 75% pass mark on the examination of Segment I.
Course Content: This course covers the following topics: introduction; real estate and the economy; the Real Estate and Business Brokers Act; the broker-salesman relationship; ethics; municipal regulations; subdivision control; introduction to land descriptions; construction; evaluation; advertising; mortgages; agency law; statutes affecting the real estate business; parties to contract; contract law; agreement of purchase and sale.

Mon. to Fri. Day: 8:30 a.m. to 3:30 p.m.
Night: 6:30 p.m. to 9:30 p.m. Adelaide Campus
60 hours Fee: $132.00 Materials: $17.00
Dates: Continuous

An Introduction to Real Estate — Segment III — RE 900C

Prerequisite: Evidence of completion of: Segment II: 75% pass mark on examination for Segment II.
Course Content: This segment is comprised of case studies designed to give participants an opportunity to focus on practical situations they would encounter in a day-to-day real estate operation.

Mon. to Fri. Day: 8:30 a.m. to 3:30 p.m.
Night: 6:30 to 9:30 p.m. Adelaide Campus
60 hours Fee: $149.00 Materials: $17.00
Dates: Continuous

Principles of Mortgage Financing — RE 902

Prerequisite: Real Estate Sales Licence.
Course Content: Mortgage terminology; mortgages as an investment; the mortgage market; types of mortgages and lenders; the borrower's needs; the lender's needs; submitting the application for a mortgage; the role of secondary financing; mortgage specialties; property appraisals.

Mon. to Fri. Day: 8:30 a.m. to 12:30 p.m.
Night: 6 to 10 p.m. Adelaide Campus
40 hours Fee: $126.00 Materials $17.00
Dates: Continuous

Principles of Appraisal — RE 903

Prerequisite: Real Estate Sales Licence.
Course Content: The purposes and functions of real estate appraisal; the nature of real property value; legal aspects of real estate; the appraisal process; general area and neighbourhood trends; site analysis; site valuation and problems; introduction to appraising subdivisions; how to inspect and measure a property; building materials and equipment, architectural styles and functional utility; building cost estimates; accrued depreciation; problems relating to the cost approach (land and building valuation); introduction to direct sales comparison (market data approach); introduction to the income approach; correlation (and final estimate of value); course review.

Mon. to Fri. Day: 8:30 a.m. 12:30 p.m.
Night: 6 to 10 p.m. Adelaide Campus
40 hours Fee: $126.00 Materials: $22.00
Dates: Continuous

Commercial Real Estate — BE 904

Prerequisite: Real Estate Sales License.
Course Content: Scope of the commercial investment field; the municipality, planning and zoning; development of the region; feasibility studies; the office building — developer's and tenant's viewpoint; the shopping centre — developer's and tenant's viewpoint; apartment building; ownership versus leasing — co-operatives and condominiums; investment — comparison of types and legal and tax problems; syndication; sale of business — the Real Estate and Business Broker's Act and the Bulk Sales Act; financing commercial projects — lender's and borrower's viewpoint.

Mon. to Fri. Day: 8:30 a.m. to 12:30 p.m.
Night: 6 to 10 p.m. Adelaide Campus
40 hours Fee: $126.00 Materials: $17.00
Dates: Continuous

Real Property Law — RE 905

Prerequisite: Real Estate Sales Licence.
Course Content: History of real property law; rights and limitations of ownership; estates in land; interests less than estates; leases; covenants; transfer of interests in land; role of real estate agent; mortgage law; contract law; use of real estate forms; the lawyer and the agent; Real Estate and Business Broker's Act; Condominium Act; Planning Act; Income Tax Act; Land Speculation Act; Land Transfer Act; review.

Mon. to Fri. Day: 8:30 a.m. to 12:30 p.m.
Night: 6 to 10 p.m. Adelaide Campus
40 hours Fee: $126.00 Materials: $22.00
Dates: Continuous

Note: Register for real estate courses at 258 Adelaide St. E., first floor. Office hours: 8 a.m. to 4 p.m.

Architectural

Heating Fuels Certificate Program

A certificate in "Heating Fuels" will be awarded on successful completion of the following courses:
HT910 GAS FITTER I
HT907 GAS FITTER II
HT913 OIL BURNER II
HT915 BASIC ELECTRICITY AND CONTROLS
HT919 PROPANE GAS

Residential Heating and Air Conditioning Certificate Program

A certificate in Residential Heating and Air Conditioning will be awarded on successful completion of the following courses:
AIR905 AIR CONDITIONING, RESIDENTIAL AND SMALL COMMERCIAL
HT900 WARM AIR HEATING AND AIR CONDITIONING
HT907 GAS FITTER II
HT913 OIL BURNER II
HT915 BASIC ELECTRICITY AND CONTROLS

Stationary Engineering Certificate Program

A certificate in Stationary Engineering will be awarded on successful completion of each class level, exclusive of practical experience.
See the Stationary Engineering programs and the listing of courses offered at each class level on page 88.

Blueprint Reading and Drafting

Blueprint Reading for the Construction Trades DR 931

This course is intended for those working in all branches of the building trades and serves as a foundation for further study.
Course Content: Orthographic projection, dimensions, pictorial drawing, drawing to scale, symbols and conventions, standard construction plan, study, construction details, plan reading and interpretation. Introduction to metric drawings.

Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $60.00
January 21 to March 27

Technical Drawing — Part I ENDR 901

An introduction to drawing office practice, including instruction in the use of instruments, lettering, linework, applied geometry, third angle orthographic projection, oblique and isometric drawings, freehand sketching, conventions and symbols, sections, tolerances, limits and fits, surface roughness, gears, cams, pipe fittings and layouts, electrical drawings, layout and assembly drawings.

Thurs., 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $60.00
January 24 to June 6

Architectural Drafting — Part I LR 900

Course Content: Drafting equipment and procedure, Canadian symbols and conventions, foundation and floor plans for various types of construction, site plans, typical wall section, window details, door details, stair details. Introduction to metric drawings.

Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $60.00
January 21 to March 27

Heating/Air Conditioning

Warm Air Heating and Air Conditioning HT 900

This course provides the student a fundamental background in system design and application on residential warm air heating and air conditioning systems with the option to write the external H.R.A. system design examination.
Course Content: Fundamentals of heat transfer, humidity and humidity control, heat loss and heat gain calculations by H.R.A. method, using the H.R.A. manuals, elements of system design (duct sizing, selection, comparison) introduction to system balancing.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
72 hours Fee: $72.00
January 22 to April 11

Basic Electricity and Controls/Heating and Air Conditioning HT 915

This course provides a basic electrical and controls background for students entering the heating and air conditioning trades.
Course Content: Fundamentals of voltage, current and electrical resistance; OHM's law and the law of electrical power, electrical circuits (series and parallel), electrical measurement and testing, electromagnetism and electromagnetic equipment (relays, circuit breakers, etc.), introduction to alternating current, transformers, electric motors (operation and testing), electric wiring diagrams as applied to simple heating and cooling systems principle and operation of the temperature controls, thermostats, limit controls, pressure controls, simple heating and cooling control systems.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00
January 22 to March 28

Gas Fitter II HT 907

This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Gas Fitter II Licence examination.
Course Content: Properties of natural gas and combustion fundamentals, gas physics (flow and pressure), gas meters and regulators, gas piping, gas venting, the atmospheric burner, principle of gas controls and control systems, gas conversion burners (installation and service techniques), flue gas analysis and combustion efficiency, general appliance requirements, review of codes and regulations.

Mon. and Wed., 6 to 9 p.m. OR 7 to 10 p.m. OR Tues. and Thurs., 6 to 9 p.m. OR 7 to 10 p.m.
Casa Loma Campus
90 hours Fee: $90.00
January 28 or 29 to May 8 or 9

Gas Fitter I HT 910

Prerequisite: Permanent Gas Fitter II Licence.
This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Gas Fitter I Licence examination.
Course Content: Properties of the gas flame and flame detection, flame safeguard system and terminology, non programming flame safeguard controls, fundamentals of controls (on-off, high-low-off, modulating-off), required C.G.A. valve train assemblies and components, limit controls and interlocks, programming flame safeguard controls, gas fired boilers (classification, firing systems, multiple boiler hook-up). Boiler and burner installation requirements (piping, venting and code requirements), flue gas analysis and combustion and boiler efficiency. Introduction to process gas heating equipment.

Mon. and Wed. OR Tues. and Thurs.
6:30 to 9:30 p.m. Casa Loma Campus
90 hours Fee: $90.00
January 28 or 29 to May 8 or 9

Oil Burner II HT 913

This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Oil Burner II Licence examination.
Course Content: Properties of fuel oil, theory of combustion, fuel oil firing systems, fuel pumps, nozzles, air handling components, ignition components, tanks and piping, combustion chambers and chamber materials, air and hot water temperature controls, combustion controls, control systems, service and installation practices, flue gas analysis and combustion efficiency, retro fitting and upgrading of existing systems, review of codes and regulations.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
90 hours Fee: $90.00
January 29 to May 9

Air Conditioning Design I AIR 900

This course provides the student the basic theory and application of system design for air conditioning systems as to H.R.A. standards.
Course Content: Fundamentals of heat transfer, humidity and humidity control, heat gain and heat loss calculations by H.R.A. method using the H.R.A. manuals, elements of system design and application (duct sizing, equipment selection, comparison), introduction to system balancing, application of air conditioning equipment.

Tues. & Thurs. 6 to 9 p.m.
Casa Loma Campus
72 hours Fee: $72.00
January 22 to April 11

Pneumatic Controls AIR 907

Prerequisite: Employment in the Heating and Air Conditioning industry as a journeyman or equivalent.
Course Content: Introduction to pneumatic control circuits, typical applications to radiation, central fan heating, fan coil units, induction units, and year round air conditioning systems.

Wed. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $30.00
January 23 to March 27

Air Conditioning Residential and Commercial AIR 905

Prerequisite: Employment in the heating or air conditioning industry as journeyman or equivalent.
This course provides the student a fundamental background in the theory and practice of residential and small commercial air conditioning systems and equipment.
Course Content: Fundamentals of refrigeration, compressors, condensers, evaporators, tubing and connections, standard operating procedures (evacuation, charging, leak testing), electric motors, motor starters and overloads, electric and control circuits; circuit testing and trouble shooting, winter operation, equipment selection, installation and start-up procedures, air problems and measurement, service analysis.

Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
72 hours Fee: $72.00
January 7 to April 27

Sheet Metal

Sheet Metal Design and Installation SM 903

This course is designed for those who wish to prepare themselves for the responsibilities of a master sheet metal worker.
Prerequisite: Currently employed in the sheet metal industry with journeyman standing.
Course Content: Labour legislation in relation to the construction industry — city bylaw, underwriters, definition of terms applied to heating and air conditioning, use of HRA and A.C.A. manuals for heat loss and heat gains, pipe sizing and location of outlets and inlets in residential installation, types of fans, air flow and types of instruments used, calculations in ventilation requirements, heating and pipe sizing by velocity, use of charts and tables.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $60.00
January 29 to April 4

Energy

Energy from Wood, Refuse and Peat ECT 901

Course Content: This course covers the following topics: An international, true state-of-the-art discussion on wood and its raw processing refuse, agro-fibre residues, fuel peat and municipal waste; how biomass differs from other commercial alternatives; practical applications; green fuel upgrading concepts and methods; industrial commercial, and institutional wood/peat use; residential wood-firing for water and seasonal space heating; gasification by three traditional pyrolysis modes.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
60 hours Fee: $150.00
January 15 to March 21

Low Energy Housing ECT 902

Course Content: This course covers the following topics: Building science fundamentals; energy conservation measures; construction methods; windows/passive solar; infiltration air sealing; ventilation/heat recovery; space heating; space conditioning; products/programs/information sources; retrofit; economics and marketing; opportunities.
This course is designed primarily for carpenters and builders and covers theory and practice of R 2000 standards.

Mon. and Thurs. 6 to 9 p.m.
Casa Loma Campus
60 hours Fee: $200.00
January 14 to March 21

Propane

Propane Gas (Fitter S2) HT 919

This course provides the student with the necessary background in trade theory and practice to write the Fuel Safety Branch Propane Gas Fitter "S2" Licence examination.
Course Content: Properties of propane gas, basic requirements, for field approved appliances, propane piping and tubing requirements, review of ventilation and combustion air, general requirements for appliance storage and handling, cylinder filling, location and storage propane tanks, accessories and equipment, transports, tank trucks and the transportation of propane, propane as an engine fuel, vaporizers, indirect and direct fired cylinder systems for highway mobile vehicles, basic domestic gas burner controls and heating system, domestic hot water heaters.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
90 hours Fee: $90.00
January 28 to May 8

Propane (Plant Operator 3) HT 921

To provide the necessary knowledge on propane to write the Fuels Safety Branch Plant Operators Licence.
Course Content: Properties of propane safety procedures, filling of propane containers and propane powered vehicles, maintenance of filling plant.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
6 hours Fee: $17.00
April 8 to April 10

Plumbing

Plumbing Basic PLUM 900

An introduction to domestic plumbing theory and practice. Content includes an examination of such topics as materials and fittings, correct procedure for measuring pipe lengths, trapping and venting of plumbing fixtures and plumbing design for single family dwellings. A portion of the course includes demonstration and "hands on" practice involving the commonly used pipe materials and tools.

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
60 hours Fee: $60.00
January 14 to March 20

Plumbing Qualification PLUM 902

Course Content: A refresher course in general plumbing theory primarily designed to prepare the student for writing the Certificate of Qualification examination. Because of the scope, necessary depth is not stressed. The student should already be familiar with trade terminology and practice.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
60 hours Fee: $60.00
January 15 to March 21

How to reach us:
967-1212
All departments are connected to this central number. For general information, ask for Information Services.

Plumbing Design and Installation PLUM 904

Prerequisite: Ontario Certificate of Qualification in Plumbing.
Course Content: A comprehensive review of the area with which a candidate for the Master's Licence is expected to be familiar. The content includes pertinent labour legislation, application of discounts, overhead and profit, material take-off, discussion of the provincial plumbing code and considerable practice in the drawing of drain plans and stack elevations together with the sizing of the piping.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
60 hours Fee: $60.00
January 15 to March 21

Appliance Servicing

Appliance Servicing Part I (Electrical Fundamentals and Ranges) AP 903

This course provides the student a basic background on electrical theory and practice as applied to major appliances with particular stress on electrical ranges.
Course Content: Nature of electricity, basic electrical quantities, Ohm's Law and its application, electrical circuits, magnetism and electromagnetism, electrical circuitry and fault finding, motors, power and heating effects, electrical measuring instruments, various switching devices, theory and test procedures of conventional ranges.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
60 hours Fee: $60.00
January 22 to March 28

Appliance Servicing Part II (Domestic Refrigeration) AP 904

This course provides the student a basic background on theory and repair practice for domestic refrigerators, freezers and window air conditioners, fundamentals, compression system of refrigeration, refrigerants, liquid feed devices, evaporators, compressors, condensers, electric motor controls, defrosting methods, food preservation, evacuating and charging, conditioners, circuit tracing, fault finding, service and analysis.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
60 hours Fee: $60.00
January 22 to March 28

Appliance Servicing Part III (Laundry Equipment) AP 905

Prerequisite: Satisfactory completion of AP 903 Appliance Servicing Part I or equivalent.
Course Content: Theory and operation of automatic washers, dryers, and dishwashers, fault finding and repair procedures, circuit tracing, service analysis.

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
60 hours Fee: $60.00
January 21 to March 27

Commercial Appliance Servicing (Kitchen Equipment) AP 911

Prerequisite: Gas Fitter II Certificate of Qualification
As the Metropolitan areas of Canada have grown rapidly in the last decade, so has the need for skilled people to service the equipment used in the kitchens of convention centres, hotels, hospitals, etc.
This course deals with the mechanical technology required to service, troubleshoot and repair the following commercial gas and electrical kitchen appliances: fryers, ranges, ovens, toasters, compartment cookers, kettles, food wells, low pressure boilers, waffle irons and grills.
This course also deals with the electrical technology of series control and parallel control circuits required to service, repair and troubleshoot commercial kitchen appliances.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $60.00 Materials: $65.00
January 7 to March 13

Refrigeration

Refrigeration — Part I REF 900

Course Content: Refrigeration fundamentals and principles, compression system of refrigeration, properties of refrigerants, metering devices, expansion valves, evaporators, condensers, compressors, flow equipment, electric controls and control valves, lubrication, servicing (charging and evacuation), trouble shooting problems, shop demonstrations of silver brazing.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $60.00
January 22 to March 28

Refrigeration — Part II REF 911

Prerequisite: Successful completion of REF 900 or equivalent experience.
Course Content: Review of fundamentals, electricity as applied to basic circuits and components, defrost methods, time clocks, compressor drives, test instruments and application, piping, temperature and pressure control, refrigeration application, humidity control, cold storage, basic psychrometric analysis, secondary refrigerants, liquid cooling, motor starting (relays, starters, contractors) and motor overload protection, heating and cooling thermostats and trade safety.

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
90 hours Fee: $90.00
January 28 to May 8

Carpentry

Carpentry for the Homeowner — Basic CAR 901

Course Content: This course covers the use of the common hand and power tools associated with home use. The students acquire a basic knowledge of the methods and materials required to maintain the home or cottage by efficient carpentry practices.

Thurs. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $30.00
January 10 to March 14

PRE-TECHNOLOGY COURSES

Missing a prerequisite for a technology program?

George Brown's pre-technology courses are designed to give mature students a general education so they'll succeed in the technology program of their choice.

The courses are offered as a 30-week, day-time package.

For details, see the College Preparation section of this calendar.

TRAINING IN HOUSING REHABILITATION SKILLS: Inspecting Dwellings and Introduction to Specification Writing CES 813

George Brown College, in cooperation with the Canada Mortgage and Housing Corporation (CMHC), is offering the first of four courses in the "Training in Housing Rehabilitation Skills" program.

Designed to improve the knowledge and skills of those involved in the housing rehabilitation and renovation field, this course is of particular interest to contractors, building inspectors, appraisers, property managers and real estate agents.

This course is a prerequisite for subsequent courses in the series. The fee includes a comprehensive training manual.

Inspecting Dwellings and Introduction to Specification Writing
Saturday 8:30 a.m. to 5 p.m.
Casa Loma Campus
48 hours Fee: $195.00 Materials: $55.00

The following topics are covered: inspecting an existing dwelling; identifying systems and components of the dwelling; identifying problems and their causes; recording and writing up deficiencies and describing the work required for repair and replacement; introduction to specification writing.

The course includes supervised on-site dwelling inspections.

Dates: *January 26 to March 2*

***For more information** about this program, call the Continuing Education Office at 967-1212, ext. 3239.*

Surveying

Construction and Engineering Surveying — Part II SURV 901

Prerequisite: SURV 900 or equivalent. This course uses techniques learned in SURV 900 to develop methods of solving common on-site problems.
Course Content: Azimuths and bearings; solution of triangles; circular geometry; roads and layout; sewers and sewer layout, building layout; grades and drainage.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $60.00
January 8 to March 14/85

Masonry/Concrete

Bricklaying MAS 900

Course Content: This course provides the student with the knowledge of the tools, equipment and materials used by the bricklayer, types and sizes, characteristics of bricks, types and preparation of mortars using various bonding agents in all weather, layout of walls, pilasters and piers using various bonds.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $60.00
January 8 to March 14

Stationary Engineering

The Stationary Engineering courses are structured into modules encompassing the required subject content to prepare the student to write Ministry examinations for accreditation towards certification. However, enrolment in any of these courses does not automatically entitle the student to write the Ministry examinations. It is the responsibility of the student to determine eligibility with the Ministry of Colleges and Universities. Additional modules are offered in the fall and spring terms.

Power Plant Chemistry — 1st Class STAT 912

Course Content: This course covers the following topics: Fuel Systems and Combustion (IV); Water Treatment (IV).

Mon. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $30.00
April 1 to June 3/85

Power Plant Heating, Refrigeration and Air Conditioning — 1st Class STAT 914

Course Content: This course covers Refrigeration and Air Conditioning (IV).

Wed. 6 to 9 p.m. Casa Loma Campus
15 hours Fee: $15.00
May 1 to May 29/85

Power Plant Applied Mechanics — 1st Class STAT 916

Course Content: This course covers Turbines (III).

Wed. 6 to 9 p.m. Casa Loma Campus
18 hours Fee: $18.00
March 20 to April 24/85

Power Plant Statics and Fluids — 1st Class STAT 917

Course Content: This course covers the following topics: Strength of Materials (I); Fluid Mechanics (I).

Mon. 6 to 9 p.m. Casa Loma Campus
27 hours Fee: $27.00
January 28 to March 25/85

Power Plant Applied Science — 2nd Class STAT 921

Course Content: This course covers the following topics: Mathematics (III); Physics (III); Thermodynamics (III).

Mon. 6 to 9 p.m. Casa Loma Campus
39 hours Fee: $39.00
March 11 to June 3/85

Power Plant Heating, Refrigeration and Air Conditioning — 2nd Class STAT 924

Course Content: This course covers the following topics: Air and Gas Compression (III); Heating, Refrigeration and Air Conditioning (III).

Wed. 6 to 9 p.m. Casa Loma Campus
27 hours Fee: $27.00
January 9 to March 6/85

Power Plant Applied Mechanics — 2nd Class STAT 926

Course Content: This course covers Turbines.

Wed. 6 to 9 p.m. Casa Loma Campus
18 hours Fee: $18.00
March 13 to April 17/85

Power Plant Drawing — 2nd Class STAT 927

Course Content: This course covers Blueprint Reading (I).

Wed. 6 to 9 p.m. Casa Loma Campus
15 hours Fee: $15.00
April 24 to May 22/85

Power Plant Applied Science — 3rd Class STAT 931

Course Content: This course covers the following topics: Mathematics (II); Physics (II); Thermodynamics (II).

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
36 hours Fee: $36.00
May 7 to June 13

Power Plant Heating, Refrigeration and Air Conditioning — 3rd Class STAT 934

Course Content: This course covers the following topics: Air and Gas Compression (II); Heating, Refrigeration and Air Conditioning (II).

Thurs. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $30.00
January 10 to March 14/85

Power Plant Electrics and Instrumentation — 3rd Class STAT 935

Course Content: This course covers the following topics: Electricity (II); Instrumentation and Controls (II).

Tues. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $30.00
February 26 to April 30/85

Power Plant Applied Mechanics — 3rd Class STAT 936

Course Content: This course covers the following topics: Turbines (I); Internal Combustion Engines (II).

Thurs. 6 to 9 p.m. Casa Loma Campus
18 hours Fee: $18.00
March 21 to April 25/85

Power Plant Applied Science — 4th Class STAT 941

Course Content: This course covers the following topics: Mathematics (I); Physics (I); Thermodynamics (I).

Thurs. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $30.00
February 21 to April 25/85

Power Plant Heating, Refrigeration and Air Conditioning — 4th Class STAT 944

Course Content: This course covers the following topics: Air and Gas Compression (I); Refrigeration and Air Conditioning (I).

Tues. 6 to 9 p.m. Casa Loma Campus
24 hours Fee: $24.00
January 15 to March 5/85

Power Plant Applied Mechanics — 4th Class STAT 946

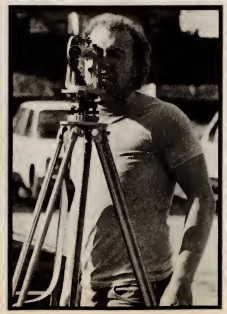
Course Content: This course covers the following topics: Lubrication Theory (I); Internal Combustion Engines (I).

Tues. 6 to 9 p.m. Casa Loma Campus
24 hours Fee: $24.00
March 12 to April 30/85

Compressor Operator COM 900

This course prepares candidates to write the Ontario government examination (Certificate of Qualification) as Compressor Operator.
Course Content: This course covers the following topics: definitions, basic theory and formulae; compressor efficiency; air compressor types; air compressor application; air compressor valves, pistons; steam driven compressors; cylinder unloaders, controls; auxiliary equipment; lubrication; air compressor systems; electric driving motors; safety devices.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
48 hours Fee: $48.00
May 7 to June 27/85



Coatings Technology

Certificate in Coatings Technology

The following courses lead to joint certification from the Toronto Society for Coatings Technology and George Brown College. Other optional courses will be offered in the future.

For more information about the Coatings Technology program, call Shirley Holloway, 967-1212, ext. 3370.

Resins "A" COAT 902

Course Content: Chemical structure of raw materials, formulating resins to achieve specified properties, additives, condensation-addition polymerization, curing mechanisms, compounding, Patton K factor, properties of uncured and cured resins, advantages and disadvantages of each resin, applications in coatings and related industries.

Sat. 9 a.m. to noon St. James Campus
45 hours Fee: $45.00
January 26 to May 4

Non — Polymeric Constituents of Coatings COAT 906

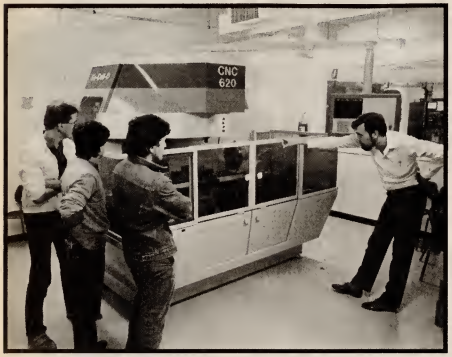
Course Content: A thorough study of prime pigments (organic-inorganic), extenders, solvents, surface active agents, additives for oil-and water-borne coatings, plasticizers, anti-corrosive and functional pigments, universal colouring systems and tint bases.

Tues. 7 to 10 p.m. St. James Campus
45 hours Fee: $45.00
January 22 to April 20

Coatings Laboratory COAT 907

Prerequisite: COAT 901 or equivalent.
Course Content: Quality control of raw materials, preparation and evaluation of lacquers, varnishes, solvent and waterborne coatings, report writing. Enrolment limited.

Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00
January 23 to May 1



Paint Flow and Pigment Dispersion COAT 908

Course Content: Viscosity, viscometer, interconversion of viscosity units, factors affecting viscosity, brushing, levelling, sagging, settling. Dispersion of pigments, ball and pebble mill, sand mill, attritor, three-roll mill, high speed disperser. Assessment of pigment dispersion. Mill-base and let down stages.

Sat. noon to 3 p.m. St. James Campus
45 hours Fee: $45.00
January 26 to May 4

Plastic Materials PL 906

Course Content: introductory polymer chemistry; types, properties, structure, applications, identification, degradation and stabilization of thermoplastic and thermosetting polymers; additives and reinforcements; rheology.

Mon. or Wed. 7 to 10 p.m. St. James Campus
45 hours Fee: $45.00
February 14 to May 23

Electroplating COAT 911

This course is designed to introduce the student to the essentials of electroplating. The following topics are covered: chemistry of electroplating, selection of electrodeposited coatings; factors influencing plate distribution; Hall cell testing; the art of cleaning, pickling and rinsing for electroplaters; electroless plating; cyanide copper plating; zinc and cadmium plating; chromate conversion coatings; treatment of cyanide and chromate rinses; precious metal electrodeposits; phosphating; anodising of aluminium and its alloys; plating and finishing of printed circuit boards; recovery and reuse of chemicals in plating effluents.

Mon. 7 to 10 p.m. St. James Campus
45 hours Fee: $45.00
January 21 to April 29

An Introduction to Occupational Safety and Hygiene COAT 909

This course is designed to introduce the student to the fundamentals of occupational health and safety. The following topics are covered: general principles, occupational toxicology, solvents, metals, dusts, ventilation, physical hazards, noise, laboratory safety, information sources, occupational health and safety regulations, industrial hygiene controls, occupational hygiene management and toxic waste control.

Thurs. 7 to 10 p.m. St. James Campus
45 hours Fee: $45.00
February 14 to May 23

Electro-Mechanical

Certificate in Digital and Microprocessor Techniques

The Electro-Mechanical Division is offering a part-time Certificate Program in Digital and Microprocessor Techniques.
This program comprises six (6) compulsory courses and three (3) elective courses. The program is designed for those who wish to obtain a working knowledge of microprocessors. It will be of particular interest to Electronics Technicians. However, anyone holding a Secondary School Diploma with Grade XII Math and English (or equivalent) with a background of basic electronics and transistors will be able to register.
Students are expected to complete the program in three years. Students may apply for credits for program subjects taken at George Brown College or other institutions. For students proceeding to a Certificate, the College grading system will apply.

TOTAL NUMBER OF COURSES:
6 COMPULSORY; 3 ELECTIVES

COMPULSORY COURSES
ELTC925
Digital Principles.
ELTC926
Digital Principles Advanced.
ELTC927
Troubleshooting Digital Circuits.
ELTC928
Introduction to Microprocessors and Microcomputers.
ELTC929
Principles of Microcomputer Interfacing.
ELTC930
Troubleshooting Microprocessor based systems.

ELECTIVE COURSES
ELTC931
Interfacing Techniques Advanced.
ELTC932
Microcomputer Systems Software.
ELTC933
Microcomputers in the Analogue World.
ELTC934
Microcomputers and Process Control.
ELTC935
Microcomputers in Industrial Control.
ELTC936
Microcomputers and Data Communication.

The electives will be offered at the discretion of the Electronics Department.

Digital Principles ELTC 925

Prerequisite: Basic Electronics and Transistor Theory.
Course Content: Binary systems, binary codes; gates; flip flops; counters; serial and parallel registers; encoders; decoders. Theory will be reinforced by practical laboratory experiments.
Equivalents: ELTC 906; ELTC 920.

Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
January 8 to March 12/85

Digital Principles (Advanced) ELTC 926

Prerequisite: Digital Principles ELTC 925.
Course Content: Wired or; open collector and tri state logic; multiplexing; demultiplexing; digital comparators; adders; memory circuits; MSI and LSI; programmable logic and gate arrays. Theory will be reinforced by practical laboratory experiments.
Equivalent: ELTC 920

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
January 9 to March 13/85

Troubleshooting Digital Circuits ELTC 927

Prerequisite: Digital Principles ELTC925 and Digital Principles (Advanced) ELTC926 or Concurrent with ELTC926.
Course Content: Manufacturers specifications for TTL, CMOS, ECL. Use of logic probe; current probe; oscilloscope; storage scope; theory will be reinforced by practical laboratory experiments; practical troubleshooting exercises on digital systems that include all levels of integrated circuits.
Equivalent: None

Mon. or Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
January 7 or 8 to March 11 or 12/85

Introduction to Microprocessors and Microcomputers ELTC 928

Prerequisite: Digital Principles ELTC925 and Digital Principles (Advanced) ELTC926.
Course Content: Microprocessor architecture: machine language programming, instruction sets; addressing modes; I/O programming; based on the MC6800 MPU. An optional lab fee deposit of $150.00 will permit the student home use of the MPU trainer for the duration of the course; of which $125.00 is refundable if the trainer is returned in working order. Theory will be reinforced by practical laboratory experiments.
Equivalents: ELTC 906A; ELTC 917; ELTC 921; Certification Programme.

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
January 9 to March 13/85

Principles of Microcomputer Interfacing ELTC 929

Prerequisite: Introduction to Microprocessors and Microcomputers ELTC928.
Course Content: Components of an interface; tasks of an interface; programmed I/O; principles of programme interrupt; display multiplexing; keyboard scanning; writing a simple monitor programme; serial interfaces; uarts. Theory will be reinforced by practical laboratory experiments.
Equivalent: ELTC 918

Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
January 10 to March 14/85

Troubleshooting Microprocessor Based Systems ELTC 930

Prerequisite: Trouble Shooting Digital Circuits ELTC927; Principles of Microcomputer Interfacing ELTC929.
Course Content: Static testing techniques with the processor halted; dynamic testing techniques with processor running; in circuit emulation; logic analyzers; signature analysis. Practical trouble shooting exercises on existing microcomputers.
Equivalent: None

Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
January 8 to March 12

Interfacing Techniques (Advanced) ELTC 931

Prerequisite: Principles of Microcomputer Interfacing ELTC929.
Course Content: Interfacing for video terminals; interfacing for cassette tape, floppy disks, and printers; interface standards; concepts of multi-processing. Theory will be reinforced by practical laboratory experiments.
Equivalent: None

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
January 9 to March 13/85

Microcomputer Systems Software ELTC 932

Prerequisite: Introduction to Microprocessors/ Microcomputers ELTC928.
Course Content: Components of a computer system; assembly language programming techniques; use of assembler programme and system debugging techniques (based on CPM operating system). Theory will be reinforced by practical laboratory experiments.
Equivalent: None

Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
January 10 to March 14/85

Microcomputers in the Analogue World ELTC 933

Prerequisite: Principles of Microcomputer Interfacing ELTC929.
Course Content: Analogue to digital conversion techniques: principles of data acquisition; use of the microcomputer for data logging and analysis; intelligent plotters.
Equivalent: ELTC 923

Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
January 10 to March 14/85

Microcomputers and Process Control ELTC 934

Prerequisite: Microcomputers in the Analogue World ELTC 933.
Course Content: Feedback control principles; on/off; proportional; proportional plus reset; proportional plus rate; programmable controllers; transducers.
Theory will be reinforced by practical laboratory experiments.
Equivalent: None

Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
January 7 to March 11

Microcomputers in Industrial Control ELTC 935

Prerequisite: Microcomputers in the Analogue World ELTC933.
Course Content: Programmable controllers; servomechanisms; motor controls; photoelectric controls; principles of numerical control; robotics. Theory will be reinforced by practical laboratory experiments.
Equivalent: None

Day: To be Announced; 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
To be announced.

Microcomputers and Data Communication ELTC 936

Prerequisite: Principles of Microcomputer Interfacing ELTC929.
Course Content: Principles of data communication; base band system principles; digital modulation ASK; FSK; and PSK; error control coding; local area network service (LANS).
Equivalent: None

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
January 9 to March 13/85

Electronics

Electronic Fundamentals (Part I) ELTC 900

Course Content: Energy; electricity; resistors and conductors; cells and batteries; voltage; current and resistance; Ohm's law; electric power; DC circuits; Kirchoff's law; capacitors; electromagnets; inductors and induction; Lenz's law; AC source, vectors; reactance; impedance; resonance; AC power; electric meters; transformers, resonant circuits; AC circuits.

Mon. and Wed. 7 to 10 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $20.00
Laboratory Fee: $20.00
January 7 to March 13

Electronic Fundamentals (Part II) ELTC 901

Prerequisite: Successful completion of ELTC 900.
Course Content: Transducers, vacuum tube operation; basic power supplies, electronic meters; cathode ray tubes; oscilloscope; power transfer; impedance matching; atomic structure of semi-conductors, diode junction; avalanche and Zener breakdown; junction transistors; transistor amplifiers coupling methods, power amplifiers, transistor oscillators; FET, UJT semi-conductors data sheets.

Tues. and Thurs. 7 to 10 p.m.
St. James Campus
60 hours Fee: $60.00 Materials: $20.00
Laboratory Fee: $20.00
January 3 to March 12

Cable Television Practice (Basic) ELTC 913A

Prerequisite: Recommendation of the employer in the associated field.
Introduction to T.V. sync and composite signals; b&w and colour, modulation channel allocation, antennas; cable distribution; antenna site location, system layout, amplifiers, splitter, tap offs, drops, coax cable characteristics, DB, VSWR, losses and reflection; tube and transistorized, wideband, single channel, main line, distribution and extender; line construction; clearance, safety, handling splices, tap off, installation of amplifiers and passive devices, customer relations; fault finding and interference.

Mon. 7 to 10 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $20.00
January 7 to May 20

Cable Television Practice (Advanced) ELTC 913B

Prerequisite: Recommendation of employer in associated field.
CATV system design requirements and constraints, system powering, noise and cross intermodulation, antennas and headends bi-directional CATV systems, computer applications in CATV, radiation problems and testing, microwave in CATV, fibre optics, system monitoring, UHF distribution and local origination programming.

Wed. 7 to 10 p.m. St. James Campus
60 hours Fee: $60.00
January 9 to May 22

Fibre Optics in Communications ELTC 924

The optical fibre, types of fibre, types of cables, propogation through fibres mode studies within fibres, numerical aperture, attenuation, bandwith: joining fibres, cleaving, polishing and cut end, couplers and connectors, splicing fibres: optical time domain reflectometer: electrical optical sources, Led and Lased diodes, coupling, power output, frequency characteristics: photo detectors, types, advantages, applications, coupling: system and circuit considerations.

Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 8 to March 12

Electrical

Electrical Apprentice Review EL 900

Designed for those apprentices who are in their final term and who expect to write the qualifying examination sometime within the year.
Course Content: Theory, code and equipment over the entire area of apprenticeship training.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Materials: $5.00
January 14 to March 20
April 1 to June 5

Hydro-Electric Power Commission Regulations (Master Electrician) EL 902

Prerequisite: At least fifth term apprentices, or journeymen.
Use of code book; application of regulations and tables; electrical installation calculations relevant to code regulations and tables; suitable preparation for examinations leading to Certificate of Qualification and Master Education.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Materials: $10.00
January 29 to April 4

Electrical Construction and Maintenance I EL 907

Prerequisite: Grade 10 or the equivalent.
Course Content: Ohm's Law; series circuits, combination circuits; two-wire distribution; line loss, power efficiency; wire calculations; batteries, magnetism, electro-magnetism, induction, three-wire distribution; Hydro-Electric Power Commission Regulations.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Materials: $5.00
January 28 to April 3

Electrical Construction and Maintenance II EL 908

Prerequisite: EL 907 or the equivalent.
Course Content: Electro-magnetism; induction; DC generators; generator set-up and operation; DC motor, motor operation and controls; Hydro-Electric Power Commission Regulations.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Materials: $5.00
January 29 to April 4

Electrical Construction and Maintenance III EL 909

Prerequisite: EL 908 or the equivalent.
Course Content: AC fundamentals, vectors, single-phase transformers, single-phase motors, three-phase motors, three-phase transformers, auto-transformers, Hydro-Electric Power Commission Regulations.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Materials: $5.00
January 29 to April 4

Industrial Electronic Controls (Part II) EL 911

Prerequisite: EL 910 or equivalent. A good knowledge of Algebra is required.
Course deals in more depth with devices discussed in EL 910 utilizing a combination of devices in more complete circuits.
Course Content: Calculations of circuit components and selection of solid state devices, using data sheets for circuits such as: filtered power supplies, regulated power supplies, transistor circuits, D.C. amplifiers, complementary amplifiers, Darlington amplifiers, differential amplifiers, operational amplifiers, unijunction transistors and thyristors. Theory and shop.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
72 hours Fee: $72.00 Materials: $8.00
January 29 to April 18

Industrial Electronic Static Logic Part IV EL 913

Prerequisite: EL 912 or equivalent.
Course Content: Advanced digital circuit and applications in industrial control systems. Introduction to microprocessors and basic micro-processor programming. Introduction to programmable controllers and basic programming of programmable controllers. Theory and shop.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Materials: $5.00
January 28 to April 17

Electrical Pre Exam EL 950

Prerequisite: Designed for journeymen who are seeking interprovincial standards and those journeymen referred by the Ministry on Provisional Certificates.
Theory, code and equipment over the entire apprenticeship training area.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Materials: $5.00
January 14 to March 20
April 1 to June 5

Machine Shop

General Machine Shop (Upgrading) MACH 906A

This course is designed specifically for those interested in upgrading their machine shop skills. Instruction, lectures and assignments are given in benchwork, drilling, sawing, lathe turning, milling and grinding.

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
90 hours Fee: $90.00 Materials: $25.00
January 8 to April 18

Precision Measurement MACH 907

Course Content: This course is a basic introduction to precision measurement. The following topics are covered: Basic instrumentation; surface plates; micrometers; verniers; gage blocks; indicators; squares; fundamentals of dimensional metrology.

Wed. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $30.00 Lab Fee: $15.00
January 9 to March 13

Introductory Metallurgy MACH 908

Course Content: This course is a basic introduction to metallurgy, consisting of 15 hours of theory and 15 hours of laboratory work. The following topics are taught: Metal and alloy characteristics, grain and crystal structure, properties measuring and testing, selection and use, refining, solidification and casting, hot and cold forming, heat treatments, welding and soldering, identification.

Wed. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $30.00 Lab Fee: $15.00
January 9 to March 13

Machine Shop Practice MACH 910

Prerequisite: Students must have machine theory knowledge.
Course Content: This course is designed specifically for drafting students who wish to obtain practical hands-on machine shop skills. Demonstrations and assignments are given in layout, drilling, sawing, milling, grinding and lathe work.

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
45 hours Fee: $45.00
January 8 to February 21

Numerical Control

Numerical Control CNC NC 900

Prerequisite: This course is designed specifically for those people with a machining and Grade 12 mathematics background.
Course Content: This course is a practical hands-on approach to programming, tape preparation, machine set-up and operation. Considerable process planning is also involved.

Tues. 6 to 9 p.m. Casa Loma Campus
45 hours Fee: $45.00 Materials: $35.00
January 29 to May 7

Numerical Control (APT Computer Programming) MACH 905

Prerequisite: NC 900 — Numerical Control or previous part programming experience.
Course Content: Introduction to computer aided languages. Use of A.P.T. as a part programming language, A.P.T. language structure, vocabulary, geometry definitions, tool to work relationships, motion statements, numerical control machining techniques, use of indexes, macros and loops as program enhancements. This is a practical hands-on computer numerical control course.

Sat. 9 a.m. to 3 p.m. Casa Loma Campus
60 hours Fee: $60.00 Materials: $35.00
March 2 to May 4/85

CAD/CAM — Computer Aided Design Computer Aided Manufacturing MACH 909

Prerequisite: Minimum two years drafting experience with a good knowledge of drawing office mathematics.
Course Content: History, types and uses of CAD/CAM systems, introduction to ANVIL 4000 CAD/CAM system, basic shape generation, manipulation of shapes, 2-3 dimensional representation; complex surfaces, three dimensional construction, drafting procedures.

Sat. 9 a.m. to 3 p.m. Casa Loma Campus
30 hours Fee: $295.00
January 5 to February 2, February 9 to March 9 or March 16 to April 27

Millwright

Fluid Power MILL 902

This course is designed specifically for Mechanical Tradesmen who have Grade 12 Mathematics.
Instruction, demonstrations, lectures and assignments are given in industrial hydraulics and pneumatics applications and circuitry.

Sat. 9 a.m. to 3 p.m. Casa Loma Campus
30 hours Fee: $30.00
January 12 to February 9

Mechanical Maintenance (Part III) MILL900C

This course is designed specifically for those interested in the Advanced Millwright Apprentice program.
Instruction, lecture, demonstrations and assignments are given in the following:
Basic optical alignment, two plane balancing, basic hydraulic circuitry, design, components, pumps, valves, cylinders, pneumatics, gas laws, compressors, installation and maintenance. Practical work includes machine tool operating, pneumatic and hydraulic test panel, set-ups and optical assignments.

Mon. and Tues. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $60.00
March 18 to May 28

Precision Alignment of Mechanical Drives MILL 903

This course is designed specifically for those with a general Millwright interest. Instruction, lectures and assignments are given on couplings, drives, belts and chain alignments.

Tues. 6 to 9 p.m. Casa Loma Campus
24 hours Fee: $24.00
January 8 to February 26

Welding

Welding I WELD 900

Prerequisite: Ability to understand English well enough to absorb instruction.
Course Content: Basic principles of oxyacetylene and electric arc welding; safety precautions, types and uses of various oxyacetylene flames; types and uses of various rods and electrodes; braze welding; use of fluxes, arc welding machine controls; practice welding in the flat position using oxyacetylene and shielded metal arc equipment.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00
March 18 to May 27

Welding II WELD 901

Prerequisite: WELD 900 or equivalent experience.
Course Content: Theory of alternating and direct current; polarity; shielded arc electrodes; classification and selection of electrodes; edge preparations, joint design; weld faults; manufacture and storage of oxygen and acetylene; basic welding metallurgy; practice welding of fillet, lap, and butt joints in the flat, horizontal, and vertical positions using oxyacetylene equipment; practice welding of fillet and lap joints in the flat, horizontal and vertical positions using shielded metal arc equipment.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00
March 18 to May 27

How to reach us:
967-1212
All departments are connected to this central number. For general information, ask for Information Services.

Welding III WELD 907

Prerequisite: WELD 900 and WELD 901, or equivalent experience.
Course Content: Selection of electrodes; function of cellulose and low hydrogen coatings, electrode operating characteristics, control of weld faults, set up and adjustment of machine controls; techniques required for "all position" welding; control of distortion; testing of welds; practice welding of fillet and lap joints in all positions and an introduction to groove joints. Cellulose and low hydrogen electrodes will be used.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00
March 19 to May 23

Welding Pre-Certification (M.C.C.R.) WELD 903

Prerequisite: WELD 900, WELD 901 and WELD 907 or equivalent experience. A pre-entry interview is required.
Course Content: Safety precautions; function of electrode coatings; electrode selection and application; edge preparation, weld faults, welding techniques; setting up of equipment; testing of welds and operators; codes; practice welding of groove joints in all positions, using cellulose and low hydrogen electrodes; root and face guided bend test specimens will be taken from butt welds in all positions.
Note: At the termination of this course, a practical test for M.C.C.R. certification may be arranged. An additional nominal fee is involved.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Materials $145.00
March 18 to May 27

Welding — Pipe — Uphill (GTAW/SMAW) WELD 906

Prerequisite: (1) WELD 900, WELD 901, WELD 907, WELD 903 or (2) Boiler Inspection Branch (M.C.C.R.) certification for all position welding of plate and proficiency in the use of low hydrogen electrodes. A pre-entry interview is required.
Course Content: Pipe specification, preparation of pipe; recommended fits and tolerances; electrode classification and selection; testing of welds and operators; codes; setting up and adjusting GTAW equipment; tungsten electrodes; shielding gases; practice welding of carbon steel pipe using the GTAW process for the root pass and low hydrogen electrodes for succeeding passes.
Note: At the termination of this course, a practical test for M.C.C.R. certification may be arranged. An additional nominal fee is involved.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Materials: $285.00
March 19 to May 23

Welding Ornamental Metalwork WELD 909

Prerequisite: Welding 900 — Welding I or equivalent experience.
Course Content: Fundamentals of welding, safety precautions, selection of materials; fundamentals of design, use of hand tools, methods of twisting, forming and fastening metals; forming of scrolls; surface decoration, surface finishing; use of metal working equipment; practice shop work consisting of the fabrication of various types of ornamental metal projects.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00
March 19 to May 23

Welding — Aluminium and Stainless Steel (GTAW/GMAW) WELD 910

Prerequisite: WELD 900 and WELD 901 or a minimum of six months continuous experience in oxyacetylene or arc welding.
Course Content: Setting up and adjusting G.T.A.W. and G.M.A.W. equipment; types, sizes and uses of tungsten electrodes; types and sizes of filler wires, use of shielding gases; flow-meters; practice welding of light gauge aluminum and stainless steel sheet using the G.T.A.W. process and welding of aluminum plate using the G.M.A.W. process.
Note: This course does not include the welding of pipe.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00
March 18 to May 27

Gas Metal Arc Welding WELD 911

Prerequisite: WELD 900 and WELD 901.
This course covers the following topics: Safety precautions; power sources; wire drive mechanisms and auxiliary equipment; shielding gases and gas mixtures. Classification, selection and application of solid and flux cored wires. Set up and operation of machine controls. Welding techniques. Practice welding of fillet and lap joints in light and medium gauge mild steel in the flat, horizontal, and vertical positions using solid and flux cored wires. Upon completion of this course students will be able to set up and adjust gas metal arc welding equipment, and weld fillet and lap joints in light to medium gauge mild steel in the flat, horizontal, and vertical positions using solid and flux cored wires.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
42 hours Fee: $42.00
March 18 to May 22

Welding Fabrication I WELD 912

Prerequisite: WELD 900 or equivalent experience.
This course covers the following topics: Safety precautions. Measuring and layout tools. Shop tools, basic geometry used in layout and fabrication. Areas and volumes, Materials and shapes. Shop practice includes the safe operation of metal fabrication machinery such as mechanical and hydraulic shears, ironworker, hand brake, bandsaws, cut off saws and drill presses. Projects using angle iron, flat bar, plate, pipe and channel will be fabricated from shop drawings. Upon completion of this course students will be able to layout and fabricate simple projects from shop drawings using materials such as angle, flat bar, plate, pipe, and channel.
Students will also be able to operate equipment such as shears, ironworkers, band-saws, cut off saws and drill presses in a safe manner.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00
January 7 to March 13

Welding Fabricaton II WELD 914

Prerequisite: WELD 912 or equivalent experience.
This course covers the following topics: safety precautions. Set up and operation of hydraulic press brake. Bending allowances for 90° bends on bars, angles, and sheet. Set up and operation of power rolling equipment. Forming of cylinders and partial cylinders, Pitch circle diameters relating to circles and flanges. Rules relating to circles. Shop practice includes the safe operation of fabrication machinery such as hydraulic press brake, power rollers, and shears. Projects involving bending and rolling operations will be fabricated from shop drawings, and will include the use of oxy-acetylene cutting, SMAW and GMAW equipment. Upon completion of this course students will be able to layout and fabricate projects involving bending and rolling operations using flat bar sheet, and plate. Students will also be able to operate hydraulic bending equipment and power operated rolling equipment safely.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00
March 18 to May 22

Non-destructive Testing

The following Non-destructive Testing courses will be offered in co-operation with the Canadian Society for Non-destructive testing.
(1) Classes are between 6:30 and 9:30 p.m.
(2) Test 901 — Eddy Current Testing I will be offered on Monday evening if there is sufficient demand.
If additional information is required, contact: Mr. G. Betts — 967-1212, or Mr. G. Monroe, Rotesco Inc. (416) 291-9821.

Ultrasonic Testing I TEST 900

This is a basic course in ultrasonic testing which will be of particular interest to persons preparing to write the junior level Ultrasonic Testing Examination. It should also be of considerable value to operators who have practical experience but require a refresher course in the theory behind ultrasonic testing.
Course Content: Introduction and testing philosophy; test principles, applications and capabilities; equipment; testing techniques; calibration.
Textbook: general dynamics manual, CT-6-4 "ultrasonic testing".

Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
42 hours Fee: $225.00
January 17 to April 18

Ultrasonic Testing II TEST 902

Prerequisite: Ultrasonic Testing I or Certification by the Canadian Government Specification Board at the Junior Level in Ultrasonics or equivalent experience satisfactory to the instructor. This course is specifically directed to the person whose work requires the interpretation of the results of an ultrasonic test and the insurance that the test is performed in accordance with applicable codes and standards. Inspectors, engineers, surveyors and supervisors will find this course of value.
Course Content: Review of the basic principles of Ultrasonic Testing; application and capabilities of available instrumentation; interpretation of results; knowledge of testing standards, codes, records and regulations.
Textbook: General Dynamics Manual CT-6-4 "Ultrasonic Testing".

Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
42 hours Fee: $225.00
January 17 to Apirl 18

Industrial Radiography I TEST 903

This is a course directed to the radiographer who is preparing to write the junior Industrial Radiography Examination and provides formal preparation for all phases of the examination. It is also of interest to personnel in supervisory, quality control or affiliated positions who require a knowledge of the fundamentals of radiography.
Course Content: Introduction to electromagnetic spectrum, velocity, frequency and wave length of light; generation of x-rays and gamma rays; mathematics of radiography — inverse square law, law of reciprocity; radiographic sensitivity — definition and contrast; aids to radiographic sensitivity; film-types and classes, densitometry, sensitometry; exposure charts; darkroom procedures and processing of film; records and standards; radiation protection — federal and provincial regulations, safe working conditions; radiographic techniques; film interpretation.
Textbook: General dynamics manual CT-0-6 "Radiographic Testing".

Wed. 6:30 to 9:30 p.m. Casa Loma Campus
48 hours Fee: $275.00
January 16 to May 1

Industrial Radiography II TEST 904

Prerequisite: Industrial Radiography I or Certification as a Junior Radiographer (48-GP-4) or equivalent experience satisfactory to the instructor.
This course is specifically directed to the person whose work requires the ability to interpret the results of radiographic tests. While some time will be devoted to discussion of basic principles and equipment, the emphasis will be placed on film interpretation, evaluation of film in accordance with codes, and use of codes. Inspectors, engineers and supervisors will find this course of value.
Course Content: Review of basic principles of radiography; equipment applications and capabilities; film interpretation; use of codes; records and regulations.
Textbook: General Dynamics CT-6-6 "Radiographic Testing".

Wed. 6:30 to 9:30 p.m. Casa Loma Campus
48 hours Fee: $275.00
January 16 to May 1

Liquid Penetrant & Magnetic Particle (LPI/MPI) TEST 907

This course is designed to cover the basic fundamentals involved in the selection and application of liquid penetrant and magnetic particle testing equipment.
Course Content: Liquid Penetrant — N.D.T. and liquid penetrant testing; principles and methods of liquid penetrant testing; selection of penetrant test method and equipment; evaluation of liquid penetrant indication.
Course Content: Magnetic particle inspection — principles of magnets and magnetic fields, magnetization by means of electric currents; types of equipment and inspection materials, selection of the proper type of magnetization; principles of demagnetization; types of discontinuities located by magnetic particle testing; indications and interpretation.
Textbook: General dynamics manuals CT-6-3 "Liquid Penetrant Testing", and CT-6-3 "Magnetic Particles Testing".

Tues. 6:30 to 9:30 p.m. Casa Loma Campus
48 hours Fee: $300.00
January 15 to April 30

Theatre Arts

Acting

Two levels of Acting are offered for two terms of eight weeks each, six hours per week.
The courses are conducted in the Theatre Department at 530 King St. East (at River St.).
All students wanting to enrol in these courses are required to attend a preliminary orientation session one week prior to the start of each term. The orientation session enables the teachers to advise students of the class most suitable for them and ensure a consistent level in each group, which is to everyone's advantage.

Orientation: Monday, January 14
Classes Begin: January 21

Acting (Level 1) THEA 900

Exploratory exercises and improvisations designed to make the students aware of themselves and their resources.

7 to 10 p.m. 530 King St. E
48 hours Fee: $48.00

Acting (Level 2) THEA 901

Text study, scene work, solo material and speeches for audition purposes.

7 to 10 p.m. 530 King St. E
48 hours Fee: $48.00

Film and Television Acting — Basic THEA 934

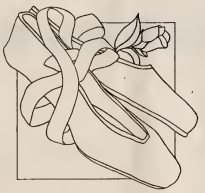
Course Content: All classes are held in the video studio at the Casa Loma Campus. Students get practical on-camera experience in dramatic, comic and love scenes. Specific topics are addressed on individual nights such as blocking, retakes, timing, emotion, confidence, presence and "personality".
For further information please contact John Taylor, 967-1212, ext. 2482.

Tues. or Wed. 7 to 9:30 p.m. Casa Loma Campus
25 hours Fee: $25.00
January 22 or 23 to March 26 or 27

An advanced course in Film and Television Acting is currently being developed. For more information, please call John Taylor, 967-1212, ext. 2482.

The George Brown College

School of Dance



Lois Smith, Artistic Director

Complete ballet programs for both pre-professional and recreational students.
Winter Term January 28 to June 8
Audition for Junior and Senior Divisions
Thursday, January 3

Under the artistic direction of Lois Smith, former Prima Ballerina with the National Ballet of Canada, the School of Dance endeavours to provide comprehensive dance training to its professional, pre-professional and non-professional students. Although classes in other dance idioms are provided, the School is primarily ballet-oriented. The Continuing Education wing of the school encompasses our Children's (pre-professional), Adults' (non-professional) and Summer Schools.

Junior Division
For students aged 6 to 13, the Junior Division provides creative movement classes for its very youngest children. More formal ballet training begins by age 9, when students can attend classes 2 or more times per week. Ballet classes are taught in a carefully graded curriculum drawing on Cecchetti, Royal Academy of Dance, Bournonville and Russian techniques.

Senior Division
Designed for more advanced students, aged 14 to 18 years, this division encompasses all the pre-professional levels. Pre-professional students attend classes up to six days per week and in addition to their daily ballet classes, study other dance forms such as modern, jazz or character, depending on their level. Students in the upper levels (Elementary and Intermediate) may also prepare for the standard Cecchetti examinations.

Adult Divisions
These courses are designed for adults and non-professionals who wish to combine meaningful exercise with a deeper understanding of the technical aspects of ballet.

Classes are offered in the evening at various times throughout the week at the beginner through advanced level.

For further information regarding all School of Dance programs call the School directly at 363-9945.

Notice: At the time of preparation of this directory (October 26, 1984), full-time faculty at Ontario's 22 community colleges were on strike. The strike may delay the start date of *some* courses. You will be notified by the College of any change that affects a course in which you have registered.

Mail-in Registration Application

Mail the completed registration application and payment to:
Campus Admissions Office, **Part Time Courses**
The George Brown College of Applied Arts & Technology
P.O. Box 1015, Station "B", Toronto, Ontario M5T 2T9

For instruction on how to register by mail, see page 3.

PLEASE PRINT CLEARLY — **FOR MAIL REGISTRATION ONLY** — **COMPLETE ALL BLOCKS**

USE THIS FORM FOR ONE COURSE ONLY

George Brown The City College

SOCIAL INSURANCE NUMBER | DAY MONTH YEAR BIRTH DATE | USE AN X: MR MRS MISS MS | NATIONAL STATUS: CDN PERM. RES. STUDENT VISA

SURNAME (LAST NAME) | GIVEN NAME AND INITIALS

HOME ADDRESS (NUMBER AND STREET) | APARTMENT NO.

CITY | PROVINCE | POSTAL CODE | PHONE NUMBER

EMPLOYER'S NAME | BUSINESS PHONE

TRANSFER COURSE INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE

START DATE (DAY MONTH YEAR) | CAMPUS | HOURS PER NIGHT (M T W T F S S) | TUITION FEE $ + MATERIAL FEE $ = PAYMENT $

DO YOU HOLD ONTARIO GRADE 12 OR EQUIVALENT — YES / NO

STUDENT SIGNATURE — DATE

PLEASE PRINT CLEARLY — **FOR MAIL REGISTRATION ONLY** — **COMPLETE ALL BLOCKS**

USE THIS FORM FOR TWO COURSES ON SAME CAMPUS

George Brown The City College

SOCIAL INSURANCE NUMBER | DAY MONTH YEAR BIRTH DATE | USE AN X: MR MRS MISS MS | NATIONAL STATUS: CDN PERM. RES. STUDENT VISA

SURNAME (LAST NAME) | GIVEN NAME AND INITIALS

HOME ADDRESS (NUMBER AND STREET) | APARTMENT NO.

CITY | PROVINCE | POSTAL CODE | PHONE NUMBER

EMPLOYER'S NAME | BUSINESS PHONE

FIRST COURSE – TRANSFER INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE

START DATE (DAY MONTH YEAR) | CAMPUS | HOURS PER NIGHT (M T W T F S S) | TUITION FEE $ + MATERIAL FEE $ = PAYMENT $

SECOND COURSE – TRANSFER INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE

START DATE (DAY MONTH YEAR) | CAMPUS | HOURS PER NIGHT (M T W T F S S) | TUITION FEE $ + MATERIAL FEE $ = PAYMENT $

DO YOU HOLD ONTARIO GRADE 12 OR EQUIVALENT — YES / NO

STUDENT SIGNATURE — DATE

101

Index

ABCs of Selling . . . 20
Accounting I, II . . . 8
Accounting – Certificate . . . 6
Accounting, Cost . . . 8
Acting, Level I, II . . . 96
Acting, Film and Television . . . 96
Activation Coordinator Diploma . . . 33
Activity Planning . . . 34
Addictions, Basic Studies in . . . 29
Addiction Counsellor Diploma . . . 28
Adolescence . . . 31
Adolescence Role and Identity . . . 31
Advertising Design . . . 57
Advertising, Introduction to . . . 11
Aged in the Community . . . 37
Air Conditioning Design . . . 85
Air Conditioning Residential and Commercial . . . 86
Airbrush Techniques . . . 57
Ambulation and Exercise . . . 35
Analysis of Service Systems . . . 38
Antiques, How to Buy . . . 52
Antiques, Restoration of . . . 50
Antiques, Victorian . . . 52
Apparel Construction . . . 45
Apparel Industry Elementary, Grading Techniques . . . 47
Apparel Pattern Drafting . . . 45
Appliance Servicing I, II, III, Commercial . . . 87
Appraisal, Principles of . . . 83
Arabic . . . 80
Architectural Drafting, I . . . 85
Archival Practices, Introduction to . . . 11
Art Education . . . 32
Art of Make-Up . . . 55
Art Through Awareness and Action . . . 55
Assertiveness Training . . . 52
Assessment Skills . . . 35
Audio-Production Techniques . . . 58
Automotive . . . 52
Automobile Insurance . . . 14
Baking . . . 74
Ballet . . . 97
Barbering for Hairdressers . . . 48
Bartending, Cocktail . . . 75
Binding and Finishing . . . 62
BASIC . . . 43
Biology . . . 24
Biology for Health Sciences . . . 24
Biological Needs . . . 40
Blind Stitch Machine . . . 48
Blood and Immunity . . . 67
Blueprint Reading for the Construction Trades . . . 84
Bodily Injury Claims . . . 14
Bookkeeping I . . . 10
Bricklaying . . . 88
Broker Registration, General Lines Insurance . . . 15
Building Construction/Fire Protection and Basic Hazards . . . 14
Business Administration . . . 36
Business Communication . . . 26
Business Interruption . . . 13
Business Law, Ontario . . . 8
Business Management – Certificate . . . 7
Business Management I, II . . . 8
Business Management Studies (OMDP) . . . 17
Button-Hole and Button Sewer Machine . . . 48
Buying Your First Home . . . 52
Cable Television Practice . . . 92
CAD/CAM . . . 93
Cake Decorating . . . 74
Car, Know Your . . . 52
Cardiopulmonary Resuscitation Basic Rescuer . . . 69
Cardiopulmonary Resuscitation Basic Rescuer Recertification . . . 69
Cardiovascular Nursing . . . 64
Cardiovascular Physiology and Pathophysiology . . . 67
Caring for the Disturbed Child . . . 30
Carpentry for the Homeowner (Basic) . . . 87
Cartooning . . . 58
Casualty Covers . . . 14
Casualty Loss Prevention . . . 14
Ceramics . . . 48
CGA/SMA Exemptions . . . 9
Chemistry . . . 24
Child Care Worker Diploma . . . 30
Child Development . . . 40
Childhood, Educational, History and Philosophy . . . 32
Child Management I, II . . . 39
Childhood Psychopathology . . . 30
Children with Special Needs . . . 32
Chinese Cuisine . . . 74
Chinese Language . . . 80
Cinematography . . . 59
Claims I, II, III . . . 14
Classroom Practice . . . 40
Clinical I, II . . . 40
Clock Repairing . . . 50
CNC Computer Numerical Control . . . 93
Coatings Laboratory . . . 89
Coatings Technology . . . 89
COBOL I, II . . . 15, 43
Colour Science of . . . 57
Commercial Appliance Servicing . . . 87
Commercial Art . . . 57
Commercial Lines Production . . . 15
Commercial Real Estate . . . 83
Commodities Futures . . . 54
Communication Ecrite . . . 78
Communication and Understanding Media . . . 36
Communications I . . . 26, 34
Communications for Health Care Workers . . . 27
Community Legal Studies . . . 37
Community Practice . . . 29
Community Resources . . . 35
Community Services and Resources . . . 36
Community Work Theory and Practice . . . 36, 37
Community Worker Program – Diploma . . . 36
Complete Dentures – Aesthetic Set Ups . . . 70
Compressor Operator . . . 89
Computer Literacy . . . 15, 42
Computer Studies . . . 15, 42
Computer Typesetting . . . 60
The Condominium Director . . . 53
Condominiums . . . 53
Construction and Engineering Surveying II . . . 88
Conversational English for New Canadians, Advanced . . . 77
Consumer Behaviour . . . 12
Contemporary Magazine Design & Layout . . . 57
Cookie Craft . . . 75
Cooking . . . 73
Co-op Management Studies . . . 37
Co-ordination Skills . . . 36
Copy Writing, Retail Advertising . . . 12
Cost Accounting . . . 8
Counselling Practice Laboratory . . . 29
Counselling, Theory, Methods and Practice of . . . 29
Cours en français . . . 78
CPR . . . 69
Creative Writing . . . 27
Credit and Collections . . . 20
Credit and Collections, Management Approach to . . . 19
Critical Care Nursing . . . 63
Critical Care Nursing: Practicum – Advanced . . . 64
Critical Care Nursing: Theory, Advanced . . . 64
Crown and Bridge, Introduction to . . . 70
Curriculum Development . . . 32
Dactylographie en Francais, La . . . 79
Data Processing, Introduction to . . . 8, 15, 42

Dance, Jr., Sr. Adult, Summerschool . . . 97
Day Care I, Principles of . . . 32, 33
dBASE II . . . 15, 43
Dental Assisting . . . 69
Dental Materials . . . 69
Dental Technology . . . 69
Dentures . . . 70
Design . . . 57
Dessin et peinture . . . 80
Developing an Effective Newsletter/Producing Small Business Publications . . . 27
Digital and Microprocessor Techniques Certificate . . . 90
Digital Circuits, Trouble Shooting . . . 91
Digital Principles, Advanced . . . 91
Digital Principles . . . 91
Dining Out: A Tour of Toronto Restaurants . . . 75
Disturbed Child, Caring for the . . . 30
Document Preparation . . . 16
Documentary Photography . . . 59
Dress for Success . . . 47
Drafting . . . 85
Drafting, Architectural . . . 85
Drawing Research . . . 56
Driver Instructor Education . . . 44
Driver Training . . . 44
Dual Air Brake System . . . 44
Early Childhood Education Diploma . . . 31
Early Childhood Education Resource Teacher . . . 38
Economics . . . 8, 81
Educational Assistant Certificate . . . 40
Effective Labour Relations . . . 21
Effective Speaking . . . 50
Effective Supervision — Communications . . . 21
Effective Supervision — Construction . . . 21
Effective Supervision in Administration . . . 19, 21
Effective Supervision — Human Relations . . . 9
Effective Supervision — Production . . . 21
Electrical Apprentice Review . . . 92
Electrical Construction and Maintenance . . . 92
Electrical Pre-Exam . . . 93
Electrocardiogram, Understanding of . . . 67
Electrocardiogram, Analysis and Interpretation — 12 Lead . . . 67
Electronic Data Processing, Introduction to . . . 8, 15, 42
Electronics, Introductory . . . 24, 92
Electroplating . . . 90
Energy from Wood, Refuse and Peat . . . 86
Engineering, Stationary . . . 88, 89
English and the Business World . . . 26
English A — Language Development . . . 25
English B — Applied Communication . . . 25
English, Conversation, Advanced New Canadians . . . 77
English for ESL, Advanced . . . 77
English, Intermediate . . . 76
English, Pre-Intermediate . . . 76
English Pronunciation . . . 77
English for Science and Technology . . . 77
English as a Second Language . . . 76
English Upgrading . . . 22
Ethics, Values and Professionalism . . . 29
Evaluation of Fostering Skills . . . 39
Family Dynamics . . . 32
Family Work — Post Diploma Program . . . 41
Fashion . . . 45
Fashion Illustration . . . 46
Fashion on Tour: New York City . . . 53
Fibre Optics in Communications . . . 92
Film and Television Acting . . . 96
Film Imposition/Printing Surface Preparation . . . 60
Financial Management, Fundamentals of . . . 20
Fitness and Sports . . . 53, 54
Fluid Power . . . 93
Food and Beverage Cost Control . . . 72
Food Service Facilities Planning and Design . . . 72
Forms Management . . . 10
FORTRAN . . . 43
FORTH . . . 43
Foster Parent Certificate . . . 39
Fostering Skills, Evaluation of . . . 39
Framework Design for Porcelain Fused to Metal . . . 70
Franchising . . . 17
French for Lunch . . . 77
French Language Training . . . 77
French, Speaking . . . 77
Front Office Operation . . . 72
Fundamentals of Financial Management . . . 20
Fur and Leather Design . . . 47
Fur Manufacturing Techniques . . . 47
Furniture . . . 54
Furniture Finishing . . . 50
Furniture Upholstery . . . 50
Gain Confidence/Overcome Shyness . . . 51
Gas Fitter I, II . . . 85
Gas Metal Arc Welding . . . 94
Gem Setting . . . 49, 50
Gemmology . . . 50
General Insurance Essentials I, II . . . 14
Geriatric Impairments . . . 35
German Language . . . 80
Gourmet Baking, Junior . . . 74
Gourmet Cooking, Junior . . . 74
Grading Techniques for Apparel Industry . . . 47
Graphic Design . . . 56
Graphic Reproduction Studies . . . 57
Group Process . . . 29, 30, 34, 35
Growth and Development . . . 33
Hairdressing for Barbers . . . 48
Haute Cuisine Chez Vous . . . 79
Health and Nutrition . . . 32
Health Care Aide Certificate . . . 40
Heating Fuels Certificate . . . 84
Herbs and Herbal Remedies . . . 55
Historic Building as a Museum . . . 12
History and Philosophy of Early Childhood Education . . . 32
Home Video Production Techniques . . . 54
Homes . . . 52
Hospitality Accounting . . . 73
Hospitality Law and Insurance . . . 73
Hospitality Personnel . . . 73
Housing Rehabilitation . . . 88
How to Buy Antiques . . . 52
How to Buy an Investment Property . . . 53
How to Gain Confidence/Overcome Shyness . . . 51
How to Operate a Successful Retail Store . . . 21
How to Start a Small Business . . . 19
How to Start a Restaurant . . . 73
How Toronto Grew . . . 53
Human Growth and Behaviour I, II . . . 29
Human Growth and Development . . . 30, 32
Human Relations . . . 9
Hunter Safety . . . 54
Hydro-Electric Power Commission Regulations (Master Electrician) . . . 92
Illustration . . . 57
Illustration, Fashion . . . 46
Importing . . . 13
Individual Developmental Planning . . . 39
Industrial Electronic Controls . . . 92
Industrial Electronic Static Logic . . . 93
Industrial Marketing . . . 11
Industrial and Process Hazards . . . 14
Industrial Radiography I, II . . . 95
Infant and Child Development . . . 31
Inspecting Dwellings & Introduction to Specification Writing . . . 88
Insurance Accounts and Finance . . . 13
Insurance Against Crime . . . 13
Insurance Against Liability . . . 13
Insurance Automobile . . . 14
Insurance Courses Leading to AIIC Designation . . . 13
Insurance on the Person . . . 13
Insurance, Principles and Practices of . . . 13
Insurance on Property I, II . . . 13
Integration of Theory and Practice . . . 31
Interfacing Techniques, Advanced . . . 91
Interior Design and Decoration . . . 58
Internal Control for Small Business . . . 20
Internal Staining . . . 70
Interpersonal Communications . . . 32
Interpersonal Relations for Health Care Workers . . . 27
Interviewing and Counselling . . . 30
Investment Property, How to buy a . . . 53
Investment Strategies . . . 54
Italian Language and Heritage . . . 80
Jazz (Dance) . . . 97
Jewellery . . . 49, 50
Jewellery Design . . . 49, 50
Job Enrichment for Administration . . . 21
Job Search and the Employment Interview . . . 52
Junior Gourmet Baking . . . 74
Junior Gourmet Cooking . . . 74
Keyboarding I, II . . . 15, 42
Knitting Machine . . . 47
Know Your Car . . . 52
La Dactylographie en Francais . . . 79
La Haute Cuisine Chez Vous . . . 79
La Traduction: Langues Officielles . . . 79
Language and Communication I . . . 33, 70
Language and Listening Skills . . . 40
Language Teaching . . . 77
Language Test Preparation . . . 77
Law, Ontario Business . . . 8
Learning to Read and Write in English . . . 76
Le Fait Français au Canada . . . 78
Leather Manufacturing Techniques . . . 47
Lettering . . . 56
Legal Shorthand & Transcription — Part I, II . . . 17
Legal Office Procedures — Part I & II . . . 17
Legal Machine Transcription I . . . 17
Liberal Studies — Life Skills/Human Relations . . . 25
Life Drawing . . . 56
Liquid Penetrant and Magnetic Particle . . . 95
Low Energy Housing . . . 86
Machine Printing — Offset . . . 61
Machine Printing — Rotogravure . . . 60
Machine Printing — Web Offset . . . 62
Machine Shop Practice . . . 25, 93
Magazine Design and Layout, Contemporary . . . 57
Maitrise du Français Ecrit . . . 78
Make-up, Art of . . . 55
Management Approach to Credit and Collections . . . 19
Management by Objectives and Results . . . 20
Management for Results . . . 20
Management Functions for Supervisors . . . 19
Management of Technology — Information Systems . . . 17
Managing Productivity Improvement (OMDP) . . . 17
Management Skills in Personnel Selection . . . 20
Managing the Marketing Function . . . 20
Manuals Management . . . 11
Marker Rendering Techniques . . . 57
Marketing, Certificate . . . 7
Marketing . . . 9
Marketing for Small Business . . . 21
Marketing in the Hospitality Industry . . . 73
Marketing Industrial . . . 11
Marketing Law . . . 12
Marketing Research and Information Systems . . . 12
Marketing Your Product . . . 20
Mark-Up for Typesetting . . . 59
Masonry . . . 88
Mathematics . . . 23, 82
Mathematics, Trade . . . 82
Mathematics Upgrading . . . 23
Meat Cutting for the Home Enthusiast . . . 75
Meat Cutting, Retail . . . 75
Meat Trade Theory . . . 75
Mechanical Maintenance . . . 93
Mechanics . . . 82
Mechanics of Materials . . . 82
Medical Office Practice . . . 17
Medical Terminology . . . 82
Metal-Ceramic Restorations . . . 70
Metallurgy, Introductory . . . 93
Microbiology . . . 70
Microcomputers and Data Communication . . . 91
Microfilm for your business . . . 11
Micro-Ordinateur Debutant, Intermédiaire . . . 79
Microcomputer Applications — Introduction to Spreadsheets . . . 42
Microcomputer Based Systems, Troubleshooting . . . 91
Microcomputer Interfacing, Principles of . . . 91
Microcomputer Programming, Introductory, Advanced . . . 42
Microcomputers in the Analogue world . . . 91
Microcomputers in Business . . . 15, 43
Microcomputers in Industrial Control . . . 91
Microprocessors and Microcomputers, Introduction to . . . 91
Microcomputers and Process Control . . . 91
Microcomputer Programming Techniques . . . 42
Microcomputer Systems Software . . . 91
Mixology . . . 75
Mortgage Financing, Principles of . . . 83
Movement and Drama . . . 32
Municipal Management for Results . . . 21
Museum Context: The History and Functions of Museums . . . 12
Museum Studies . . . 12
Music . . . 32
Neonatal Intensive Care . . . 65
Neonatal, Practicum and Theory . . . 65
Neurosurgical/Neurological, Theory, Lab. Practicum . . . 64
New York City: Fashion on Tour . . . 53
Non-Destructive Testing . . . 95
Non-Polymeric Constituents of Coatings . . . 89
Normalization and Remotivation . . . 35
Nursing Issues & Values . . . 64, 66
Numerical Control (Apt Computer Programming) . . . 93
Occupational Health Nursing . . . 66
Occupational Safety and Hygiene, Introductory . . . 90
Offset Printing . . . 61
Oil Burner II . . . 85
Ontario Business Law I, II . . . 8
Ontario Management Development Program . . . 17
Operating Room Nursing: Organization and Management . . . 66
Operating Room Nursing: Practicum . . . 66
Operating Room Nursing: Theory and Labs . . . 66
Organizational and Management Skills . . . 35
Organizational Development . . . 30
Organizational Productivity Improvement . . . 17
Oro-Facial Anatomy . . . 69
Orthodontics . . . 70
Paint Flow and Pigment Dispersion . . . 89
Painting and the Illustrator . . . 58
Paper and Film Assembly . . . 60
Parallel Technique in Dental Radiography . . . 71
Parent Education I, II . . . 32, 33
Pastry Craft . . . 75
Patissier . . . 75
People Management, Tools and Techniques . . . 19
Perinatal Nursing . . . 65
Personnel and Industrial Relations . . . 47
Personal Development . . . 51
Personal Lines Production . . . 15
Pharmacology & Emergency Care . . . 69
Pharmacology and Physiology . . . 29
Pharmacology for Registered Nurses . . . 67
Photographie et Techniques de la Chambre Noire . . . 79
Photography . . . 59
Photomechanical Reproduction . . . 61
Physical Assessment . . . 67
Physics, Introductory . . . 24
Physiology of Occlusion . . . 70
Physiology of the Endocrine System . . . 67
Pitman Shorthand Theory I . . . 10
Pitman Shorthand I, II (Speed Development) . . . 10
Planning Management and Legislation . . . 32
Planning Profitable Advertising . . . 20
Plastic Materials . . . 90
Plumbing . . . 86
Plumbing Design and Installation . . . 87
Plumbing Qualification . . . 86
Pneumatic Controls . . . 86
Poetry Writing . . . 27
Political Science . . . 36, 37
Portrait Painting . . . 58
Precision Alignment of Mechanical Drives . . . 94
Pre-Clinical Techniques . . . 69
Precision Measurement . . . 93
Pre-Health Science Program . . . 25
Pre-Intermediate English . . . 76
Pre-Technology Courses . . . 24
Pre-Technology Mathematics . . . 24
Principles and Practice of Insurance . . . 13
Principles of Appraisal . . . 83
Principles of Day Care I, II . . . 32, 33

Principles of Microcomputer Interfacing . . . 91
Principles of Mortgage Financing . . . 83
Printing Processes, Introduction . . . 61
Printing Technology . . . 59
Problem-Solving and Decision-Making . . . 51
Procedural Analysis . . . 11
Productivity Improvement — Human Resources . . . 17
Productivity Improvement — International Marketing . . . 17
Professional Driver Improvement Course . . . 44
Professional Development . . . 33
Program Development and Evaluation . . . 35
Program Skills . . . 40
Propane Gas . . . 86
Psycho-Geriatrics . . . 35
Psycho-Social Needs . . . 35
Psychology: Human Resource Management . . . 81
Psychology, Introductory . . . 31, 33, 70, 81
Psychopathology, Childhood . . . 30
Purchasing for Hospitality . . . 72
Quartz Watch Servicing . . . 50
Quick Breads Craft . . . 74
Radiography, Industrial . . . 95
Real Estate, Commercial . . . 83
Real Estate, Introduction to . . . 83
Real Property Law . . . 83
Records Management Advanced . . . 10
Records Management, Certificate . . . 7
Records Management, Introduction to . . . 10
Refresher for the Registered Nurse . . . 68
Refrigeration I, II . . . 87
Rehabilitation Nursing . . . 66
Renal Nursing . . . 64
Report Writing . . . 27
Research and Independent Studies . . . 29
Residential Heating . . . 84
Resins A . . . 89
Resource Teaching, Introduction to . . . 38
Respiratory Nursing . . . 64, 66
Restoration of Antiques . . . 50
Retail Advertising Copy Writing . . . 12
Retail Management, Introduction to . . . 11
Retail Store, How to Operate a Successful . . . 21
RIA . . . 9
RNA: Surgical Aseptic Procedures . . . 69
RNA: Rehabilitation Nursing Theory . . . 68
RN Occupational Health Nursing . . . 66
RN Operating Room Nurse . . . 66
RN Rehabilitation Nursing . . . 66
RN Critical Care Nursing . . . 63
RN Neonatal Intensive Care Nursing . . . 65
RN Examination Review . . . 68
Romance Writers' Workshop . . . 27
Rotogravure, Machine Printing . . . 60
School and Community . . . 40
Science of Colour . . . 57
Science Experience . . . 32
Screen Printing . . . 58
Serger Machine . . . 48
Secretarial Practice, Certificate . . . 7
Sewing . . . 48
Sheet Metal Design and Installation . . . 86
Shorthand, Pitman . . . 10
Shorthand, Refresher . . . 16
Show Card Writing . . . 58
Signwriting . . . 58
Silver, Gold and Precious Metals . . . 54
Small Business, How to start a . . . 19
Small Business, Internal Control for . . . 20
Small Business, Introductory . . . 20
Small Computer Systems, Basics . . . 21
Small Quantity Food . . . 73
Social and Emotional Needs . . . 40
Social Services, Problems and Issues . . . 29
Sociology, Introductory . . . 30, 31, 33
Spanish Language and Heritage . . . 80
Speaking with Confidence . . . 27
Special Purpose Groups . . . 35
Sports, Fitness . . . 53, 54
Stationary Engineering . . . 88, 89
Statistics . . . 66
Stock Market . . . 54
Storytelling and Literature . . . 32
Structured BASIC, Introductory . . . 43
Studio Graphics . . . 57
Studio Management . . . 57
Surveying . . . 88
Tailoring (Ladies') . . . 45
Taxation, Your Business and You . . . 21
Teaching, Language . . . 77
Technical Drawing . . . 85
Tennis . . . 53
Testing, Vocational . . . 23
Testing — Non-Destructive . . . 95
Theatre & Dance . . . 96
Theory, Methods and Practice of Counselling . . . 29
Therapeutic Activities . . . 30
Toronto . . . 53
Training in Housing Rehabilitation Skills . . . 88
Traitement de Texte . . . 79
Treatment Philosophies . . . 31
Trouble Shooting Digital Circuits . . . 91
Trouble Shooting Microprocessor Based Systems . . . 91
Typewriting I, II, III . . . 10, 16
Typographical Design . . . 57
Typography . . . 60
Ultrasonic Testing I, II . . . 95
Understanding Fluid and Electrolyte Imbalance . . . 67
Understanding the Electrocardiogram . . . 67
Understanding Your Customer . . . 21
Upgrading . . . 22
Upgrading for the Graduate Nurse . . . 68
Upholstery, Furniture . . . 50
Use of Crafts and Hobbies . . . 34
Values, Ethics and Professionalism . . . 31
Vegetarian Cooking . . . 73
Victorian Antiques . . . 52
Video Production Techniques, Home . . . 54
Visual Arts . . . 58
Vivre en Français à Toronto . . . 78
Warm Air Heating and Air Conditioning . . . 85
Watchmaking . . . 50
Welding . . . 94
Welding I, II, III . . . 94
Welding Aluminum and Stainless Steel . . . 94
Welding Fabrication . . . 95
Welding, Gas, Metal, Arc . . . 94
Welding Ornamental Metalwork . . . 94
Window and Retail Display . . . 47
Wines Appreciation, Advanced . . . 75
Women Skills Update . . . 31
Woodcarving . . . 58
Word Processing . . . 16
Work Management (Time Studies) . . . 46
Working with Families . . . 30, 39
Working with the Handicapped . . . 34
Writing for Advanced Students of English as a Second Language . . . 77
Writing for Clarity and Impact . . . 27
Writing for Fun and Profit . . . 27
Yoga . . . 54
12-Lead ECG: Analysis & Interpretation . . . 67

Ontario Career Action Program

It may help you find your first job

Many young people experience frustration when they look for their first jobs after leaving school. Lack of work experience makes it hard to find jobs that relate to career goals and education — yet the only way to get that experience is to get a job. The Ontario Career Action Program (OCAP) was created to help you overcome this "first-Job Dilemma". OCAP provides on-the-job training so that you may compete more effectively in the labour market. More than 75 per cent of OCAP trainees successfully find jobs at the end of their training. They either remain with the training employer or find jobs with other companies they've applied to during their training.
OCAP narrows the gap between the educational system and the world of work.

For more information, visit the OCAP Office at George Brown College, 258 Adelaide St. E., 4th Floor (east of Jarvis), or call **967-1212**, ext. 3227.

Eligibility Criteria

You are eligible to become an OCAP trainee if you:
- are between the ages of 16 and 24;
- have been out of the educational system (including retraining programs) for at least three months (excluding evening and part-time classes);
- are unemployed or are actively looking for your first full-time, career-related job;
- have never held a full-time job related to your chosen line of work;
- are eligible to work in Canada;
- have not previously participated in OCAP

Training in Business & Industry (TIBI)

Your company may be eligible for funds to train your staff. Training in Business and Industry, better known as TIBI, is a provincial government program administered by the Ministry of Colleges and Universities.
Co-operative programs between colleges and businesses for staff training are fundable in whole or in part through TIBI.
George Brown's TIBI training consultants can help identify the kind of training your employees would most benefit from, develop the courses and hire qualified instructors.

For more information about TIBI call George Brown College at **362-2471**.

Where to find us

Canada Post Postage Paid / Postes Canada Poste Payé
Bulk Third Class / En nombre troisième classe
S12555
Toronto, Ont.

Admissions offices' hours

Casa Loma Campus
160 Kendal Avenue
8 a.m. to 7:30 p.m.
(Monday to Thursday)
8 a.m. to 4:30 p.m.
(Friday)

Nightingale Campus
8:30 a.m. to 1 p.m.
(Monday, Thursday
and Friday)
8:30 a.m. to 1 p.m. and
4:30 to 7 p.m.
(Tuesday and Wednesday)

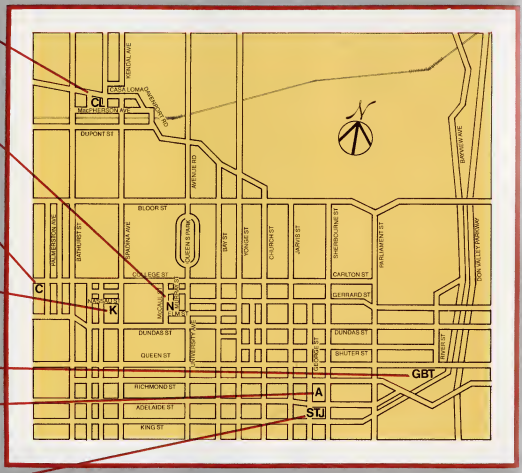
College Street Campus
507 College Street
8 a.m. to 4:30 p.m.
(Monday to Friday)
Call The Admissions
Office for extended hours

Kensington Campus
21 Nassau Street
8 a.m. to 7:30 p.m.
(Monday to Thursday)
8 a.m. to 4:30 p.m.
(Friday)

George Brown Theatre
530 King St. E.

Adelaide Campus
258 Adelaide Street E.
8 a.m. to 4:30 p.m.
(Monday to Thursday)
8 a.m. to 4 p.m.
(Friday)

St. James Campus
200 King Street E.
8 a.m. to 7:30 p.m.
(Monday to Thursday)
8 a.m. to 4:30 p.m.
(Friday)



George Brown
The City College

George Brown College of Applied Arts and Technology ©
P.O. Box 1015, Station B, Toronto, Ontario M5T 2T9 967-1212

Published by the Continuing Education & Marketing Division, George Brown College.